



# Burdekin Shire Council

## **AGENDA**

### **ORDINARY COUNCIL MEETING**

**HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR**

**on 13 May 2025**

**COMMENCING AT 9:00 AM**

At this meeting contributions made by members of the public may be recorded by way of audio recording which will be used for the purpose of developing minutes of the meeting and decision making of Council. Burdekin Shire Council is bound by the *Information Privacy Act 2009* to protect the privacy of personal information.

Under Local Law 1 Section 35(3) a person must not make an audio or video recording of a local government meeting, a standing committee meeting, a special committee meeting or an advisory committee meeting unless the chairperson at the meeting gives consent in writing to the recording of the meeting.

Further information may be found on council's website at [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au)

---

## **ORDER OF BUSINESS:**

### **ATTENDANCE**

- 2. PRAYER**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES AND BUSINESS ARISING**
  - 4.1. Ordinary Council Meeting Minutes - 22 April 2025**
  - 4.2. Community Grants Panel Meeting Minutes - Round 4 - 29 April 2025**
- 5. EXECUTIVE**
  - 5.1. CEO**
    - 5.1.1. Council Workshop - April 2025**
  - 5.2. ECONOMIC DEVELOPMENT**
- 6. CORPORATE AND COMMUNITY SERVICES**
  - 6.1. CLIENT SERVICES**
  - 6.2. COMMUNITY DEVELOPMENT**
    - 6.2.1. Library Collection Development Policy**
  - 6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**
  - 6.4. GOVERNANCE**
    - 6.4.1. Operational Plan 2024/2025 Q3 Report**
- 7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**
  - 7.1. ENVIRONMENTAL AND HEALTH SERVICES**
  - 7.2. OPERATIONS**
  - 7.3. PLANNING AND DEVELOPMENT**
    - 7.3.1. Home Hill Industrial Estate Master Plan**
  - 7.4. TECHNICAL SERVICES**
    - 7.4.1. TBSC/25/004 - Supply and Delivery of Three Tipper Trucks**
  - 7.5. WATER AND WASTEWATER**
- 8. NOTICE OF MOTION**
- 9. RECEIPT OF PETITIONS**
- 10. CORRESPONDENCE FOR INFORMATION**
- 11. COUNCILLOR REPORTS**
- 12. GENERAL BUSINESS**
- 13. CLOSED BUSINESS ITEMS**

---

## **14. DELEGATION**

**4.1. MINUTES AND BUSINESS ARISING**  
**Ordinary Council Meeting Minutes - 22 April 2025**  
**Recommendation**

That the minutes of the Ordinary Council Meeting held on 22 April 2025 be received as a true and correct record.

**Attachments**

1. Minutes - Ordinary Council Meeting - 22 April 2025



**Burdekin Shire Council**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**HELD AT COUNCIL ADMINISTRATION BUILDING,  
145 YOUNG STREET, AYR**

**on 22 April 2025**

**COMMENCING AT 9:00 AM**

---

## **ORDER OF BUSINESS:**

### **ATTENDANCE**

Councillor Pierina Dalle Cort, Councillor Michael Detenon, Councillor John Furnell, Councillor Amanda Hall (Via Teams Meeting as arranged prior to the meeting), Councillor Max Musumeci, Councillor Callan Oar, Councillor Fina Vasta

Mr. M. Magin - Chief Executive Officer  
Mrs. K. Olsen – Director Corporate and Community Services  
Mr. J. Stewart - Director Infrastructure, Planning and Environmental Services (Via Teams Meeting as arranged prior to the meeting)  
Mr. G. Arboit - Manager Community Services (Part)  
Mrs. J. Manganaro – Manager Financial and Administrative Services (Part)  
Mr. M. Pearce - Senior Planning Officer (Part)

Minutes Clerk - Ms. G. Biffanti

### **2. PRAYER**

The meeting prayer was delivered by Pastor Andrew Ballin of the Baptist Church.

### **3. DECLARATIONS OF INTEREST**

The Mayor called for declarations of interest.

No declarations of interest were identified.

### **4. MINUTES AND BUSINESS ARISING**

#### **4.1. Ordinary Council Meeting Minutes - 8 April 2025**

##### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 8 April 2025 be received as a true and correct record.

##### **Resolution**

Moved Councillor Vasta, seconded Councillor Oar that the recommendation be adopted.

CARRIED

#### **4.2. Burdekin Shire Youth Council Meeting Minutes - 17 March 2025**

##### **Executive Summary**

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 17 March 2025.

---

## **Recommendation**

### Item 4 - 2025 Youth Council Executive

That Council acknowledge the newly appointed Youth Council Executive members; as follows:

Youth Mayor - Nicole Cervoni  
Deputy Youth Mayor - William Wiseman  
Secretary - Cecelia Cason

### Item 7 - National Youth Week 2025 - Sound Waves Pool Party - Sunday 6 April

That Council notes the successful funding application submitted by Nicole Cervoni and auspiced by Burdekin Shire Council for Youth Week Funding. The Youth Week Pool Party will be held on Sunday 6 April from 4:00pm to 8:00pm.

### Item 8 - Youth First Aid Course

That Council notes and supports the running of a Youth Focused First Aid Course for young people aged 12-18 in the upcoming school holidays, noting it's success in the past.

### Item 9 - Suggestion for Pool Open hours to be extended during the winter period

That Council notes the suggestion from Youth Council Member, Briella Wassmuth for consideration to be given to the Ayr Pool's opening hours to be extended during winter months to allow for the Burdekin Swim Club members to continue training.

That:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 17 March 2025 be noted and adopted; and
2. the recommendations as detailed the minutes and summarised above in Items 4, 7, 8 and 9 be adopted.

## **Resolution**

Moved Councillor Furnell, seconded Councillor Vasta that the recommendation be adopted noting the amendment to the appointment of Ceclia Cason to Secretary to now read 2025 instead 2024.

CARRIED

## **5. EXECUTIVE**

### **5.1. CEO**

#### **5.1.1. Council Workshop - March 2025**

*9.17am - Mr. Arboit left the meeting.*

---

## **Executive Summary**

In line with agreed arrangements for Ordinary Council Meetings and Council Workshops, two (2) general workshops were conducted during March on 4 and 18 March 2025.

A range of policy and operational issues were discussed with Councillors and staff at the workshop. A summary of the items discussed is outlined in the report.

## **Recommendation**

That the report on the Council Workshops held on 4 and 18 March 2025 be received and noted.

## **Resolution**

Moved Councillor Detenon, seconded Councillor Oar that the recommendation be adopted.

CARRIED

## **5.2. ECONOMIC DEVELOPMENT**

## **6. CORPORATE AND COMMUNITY SERVICES**

### **6.1. CLIENT SERVICES**

### **6.2. COMMUNITY DEVELOPMENT**

### **6.3. FINANCIAL AND ADMINISTRATIVE SERVICES**

#### **6.3.1. Adoption of Non-Current Asset Accounting Policy**

##### **Executive Summary**

The revised Non-Current Asset Accounting Policy will amend the current policy, adopted at the Ordinary Council Meeting on 13 June 2023.

Minor cosmetic changes to this policy have occurred.

##### **Recommendation**

That Council adopts the attached Non-Current Asset Accounting Policy.



---

## **Resolution**

Moved Councillor Detenon, seconded Councillor Vasta that the recommendation be adopted.

CARRIED

### **6.3.2. Monthly Financial Report - March 2025**

#### **Recommendation**

That the Monthly Financial Report for Period Ending 31 March 2025 be received.

#### **Resolution**

Moved Councillor Detenon, seconded Councillor Oar that the recommendation be adopted.

CARRIED

*9.20am - Mr. Pearce entered the meeting.*

*9.26am - Mrs. Manganaro left the meeting.*

## **6.4. GOVERNANCE**

### **6.4.1. Residential Activation Fund - Round 1**

#### **Executive Summary**

This report seeks Council's endorsement of a funding submission to the Queensland Government's Residential Activation Fund - Round 1 to undertake planning of critical trunk and essential infrastructure, such as water supply, sewerage, roads and stormwater which is fundamental to activating infill and greenfield housing projects including new residential lots, new detached and attached homes in the Chippendale Street and Beach Road areas of Ayr.

#### **Recommendation**

That Council:

1. endorses the submission of a funding application to the Queensland Government's Residential Activation Fund - Round 1 to undertake planning of critical trunk and essential infrastructure in the Chippendale Street and Beach Road areas of Ayr.
2. confirms Council's financial commitment of \$50,000.00 towards the project.

---

## **Resolution**

Moved Councillor Vasta, seconded Councillor Detenon that the recommendation be adopted.

CARRIED

## **7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES**

### **7.1. ENVIRONMENTAL AND HEALTH SERVICES**

### **7.2. OPERATIONS**

### **7.3. PLANNING AND DEVELOPMENT**

#### **7.3.1. Development Application for a Development Permit for Reconfiguring a Lot – Boundary Realignment (Two (2) Lots into Two (2) Lots) and Access Easement at 206 and 226 Airdmillan Road, Airdmillan (Lot 18 on SP194093 and Lot 19 on RP702289)**

#### **Executive Summary**

Council is in receipt of an impact assessable Reconfiguring A Lot development application lodged by Brazier Motti on behalf of the applicant, Pirrone Brothers, seeking a Development Permit for Reconfiguring a Lot to realign the common boundary of two (2) lots located at 206 and 226 Airdmillan Road, Airdmillan, on land described as Lot 18 on SP194093 and Lot 19 on RP702289. In response to the Information Request, the application was amended to include an Access Easement that provides access to the existing shed.

As the development application is impact assessable, it has been assessed against the relevant assessment benchmarks of the *Burdekin Shire Council Planning Scheme 2022* and other relevant legislation and relevant matters together with an assessment of the merits of the application.

As a result of this assessment, Officers consider that despite any conflicts identified in part with the applicable codes, the proposal generally aligns with the outcomes sought by the Planning Scheme including its Strategic Framework. Given this and through the application of reasonable and relevant conditions, the proposed boundary realignment is recommended for approval.

#### **Recommendation**

That Council approve the development application seeking a Development Permit for Reconfiguring a Lot – Boundary Realignment (Two (2) Lots into Two (2) Lots) and Access Easement at 206 and 226 Airdmillan Road, Airdmillan, on land described as Lot 18 on SP194093 and Lot 19 on RP702289, subject to reasonable and relevant conditions as set out below:

Condition	Reason	Timing						
<b>1 General and Administration</b> <u>Compliance with Conditions</u> 1.1 The Applicant (and any contractor, agent, employee or invitee of the applicant) is responsible for carrying out the approved development and ensuring compliance with this development approval, the conditions of the approval and the relevant requirements in accordance with: 1.1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the relevant technical reports. 1.1.2 The development must comply in full with all conditions of this approval, and is to be designed, constructed and maintained in accordance with relevant Planning Scheme requirements, Council policies, guidelines and standards (except as otherwise specified by any condition) to Council's satisfaction, and best practice engineering. 1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) of the development approval will prevail. 1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied, the role of the Council may be fulfilled in whole or in part by an officer acting under appropriate delegation. <u>Works – Applicant's Responsibility/Expense</u> 1.4 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met by the applicant, at no cost to the Council. 1.5 The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may occur during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately. <u>Infrastructure Conditions</u> 1.6 All development conditions contained in this development approval relating to infrastructure under Chapter 4 of the <i>Planning Act 2016 (the Act)</i> , should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.								
<b>2. Approved Plans and Documents</b> <u>Approved Plans &amp; Documents</u> 2.1 The proposed development must be completed, comply with and maintained generally in accordance with the drawings/ documents identified in the above, except as otherwise specified and/or amended by any condition of this approval.								
<b>Condition</b>								
<b>Reason</b>								
<b>Timing</b>								
2.2 The development must be constructed in the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines.								
2.3 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.								
<b>Approved Plans</b>								
<table><tr><td><b>Drawing Title</b></td><td><b>Drawing/Revision</b></td><td><b>Date</b></td></tr><tr><td>Proposed Reconfiguration – Lots 18, 19 and Easement Cancelling Lot 18 on SP194093 and Lot 19 on RP702289</td><td>Plan No: 56968/001 C Prepared by Brazier Motti Pty Ltd</td><td>10 February 2025</td></tr></table>			<b>Drawing Title</b>	<b>Drawing/Revision</b>	<b>Date</b>	Proposed Reconfiguration – Lots 18, 19 and Easement Cancelling Lot 18 on SP194093 and Lot 19 on RP702289	Plan No: 56968/001 C Prepared by Brazier Motti Pty Ltd	10 February 2025
<b>Drawing Title</b>	<b>Drawing/Revision</b>	<b>Date</b>						
Proposed Reconfiguration – Lots 18, 19 and Easement Cancelling Lot 18 on SP194093 and Lot 19 on RP702289	Plan No: 56968/001 C Prepared by Brazier Motti Pty Ltd	10 February 2025						
<b>3. Payment of Rates, Charges and Expenses</b> 3.1 Prior to signing the Plan of Survey, payment is required of any outstanding rates or charges levied by the Council or any expenses being a charge over the subject land. 3.2 Pay the sum calculated at the current charge per lot to be levied on the Council by the Department of Resources, for each new valuation.								
<b>Access and Roadworks</b>								
<b>4. Roadworks</b> 4.1 The construction of any additional crossovers to give access to the land is the owner's responsibility. 4.2 An application must be made to and approved by Council before the construction of any additional access crossovers. 4.3 Approved crossovers must be constructed in accordance with requirements of the approval to the satisfaction of Council.								
<b>5. Stormwater</b> 5.1 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.								

Condition	Reason	Timing
5.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.		
<b>Existing Services</b>		
6. <b>Services Easement</b>		
6.1 Arrange registration of necessary easements over the electricity services located within proposed Lot 19 in conjunction with the lodgement of the Plan of Survey creating the lot.	To ensure that the infrastructure servicing proposed Lot 18 and 19 is provided with appropriate access rights.	At all times
6.2 Arrange registration of the proposed access easement as shown in approved Plan 56968/001 C within proposed Lot 18 in conjunction with the lodgement of the Plan of Survey creating the lot.		

#### Advice

<b>1. Infrastructure Charges</b> Not Applicable.
<b>2. Compliance with Conditions</b> Unless otherwise specified by these conditions, the conditions must be complied with prior to Council's endorsement of the Plan of Survey.
<b>3. Limitation of Approval</b> 3.1 The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the application including its supporting material provided to it by the applicant. 3.2 The Council and its officers rely upon the applicant concerning the accuracy and completeness of the application and its supporting material and accepts the application and supporting material as constituting a representation by the applicant as to its accuracy and completeness. Insofar as the application and its supporting material may be incomplete and/or inaccurate giving rise to any claim by a third party the applicant agrees to indemnify and save the council harmless in respect of any claim so arising.
<b>4. Acid Sulfate Soils</b> Should the presence of acid sulfate soils or potential acid sulfate soils be detected, an Acid Sulfate Soils Management Plan may be required to be prepared and submitted to Council for approval.
<b>5. Amenity Impacts</b>
Use of the site is to be operated in a way that protects the values of the existing environment and will not cause unacceptable impacts on surrounding areas as a result of dust, odour, noise or lighting, in accordance with the <i>Environmental Protection Act 1994</i> .
<b>6. Earthworks</b> Earthworks are not approved as part of this Development Permit. If any earthworks are required and deemed assessable development, an operational works development application is to be lodged with Council for assessment in accordance with relevant code/s and policy direction.
<b>7. Miscellaneous</b> The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: <a href="http://www.datsip.qld.gov.au">www.datsip.qld.gov.au</a> . If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.

## Resolution

Moved Councillor Furnell, seconded Councillor Oar that the recommendation be adopted.

CARRIED

### 7.3.2. Enforcement under Local Law No. 3 (Community and Environmental Management) 2012 – Part 6A Designated Area for Building Appearance provisions

#### Executive Summary

This report recommends that Council initiate enforcement action under Part 6A of Local Law No. 3 (Community and Environmental Management) 2012 (Local Law No. 3), to address the appearance of specific buildings within designated areas. Following complaints received about the appearance of three (3) buildings in Home Hill, Council has assessed the sites and obtained advice confirming its authority to proceed with enforcement.

#### Recommendation

That Council

1. Commences enforcement action under Part 6A of Local law No. 3 (Community and Environmental Management) 2012 by issuing a Show Cause Notice to each owner of the properties identified in the table below:

---

	Address	Lot & Plan
1	37 First Street, Home Hill	Lot 89 on CP846895
2	158 & 160 Eighth Avenue, Home Hill	Lot 27 and Lot 28 on H6165
3	59-61 Eighth Avenue, Home Hill	Lot 1 on RP727033
	63 Eighth Avenue, Home Hill	Lot 2 on RP727033

2. Delegates authority under s257 of the *Local Government Act 2009* to the Chief Executive Officer to undertake any and all matters associated with enforcement action under Part 6A of Local law No. 3 (Community and Environmental Management) 2012.

## Resolution

Moved Councillor Vasta, seconded Councillor Furnell that the recommendation be adopted.

CARRIED

9.31am - Mr. Pearce left the meeting.

## 7.4. TECHNICAL SERVICES

### 7.4.1. Tenders Received for the Installation of Electrical and Communications Conduits at the Ayr Industrial Estate -TBSC/25/013

#### Executive Summary

This report to Council is in respect to the Ayr Industrial Estate Expansion project and engaging external contractor services to install electrical conduit works necessary to allow Electrical cables to be pulled and connected. The project plan and budget estimate were created on the basis of Council resources completing the works. However, due to impacts from the extended wet weather and other priorities for Council Resources, it has been decided to contract out the works to ensure that the project is completed in a reasonably timeframe.

Council went out to Tender on the 14 March 2025 with 70 companies reviewing the documentation. Council received proposals from five (5) companies when the request for tender closed on the 7 April 2025.

The purpose of this report is to seek Council's approval to award the above contract as per the companies stated in the recommendations below.

#### Recommendation

That Council endorses the following recommendation:

1. Zintrav Pty Ltd to be awarded the contract for the installation of electrical and communications conduits for the Ayr Industrial Estate for the total lump sum of \$404,726.00 GST exclusive.

---

## **Resolution**

Moved Councillor Detenon, seconded Councillor Musumeci that the recommendation be adopted.

CARRIED

## **7.5. WATER AND WASTEWATER**

## **8. NOTICE OF MOTION**

## **9. RECEIPT OF PETITIONS**

## **10. CORRESPONDENCE FOR INFORMATION**

## **11. COUNCILLOR REPORTS**

### **11.1. Councillor Reports for March 2025**

#### **Recommendation**

That Council notes the March 2025 monthly reports.

## **Resolution**

Moved Councillor Musumeci, seconded Councillor Furnell that the recommendation be adopted.

CARRIED

## **12. GENERAL BUSINESS**

### **12.1. Upcoming Events - Councillor Furnell**

Councillor Furnell provided an update on upcoming events scheduled for the long weekend, which include Anzac Day commemorations, performances by the Burdekin Singers, the Canefield Ashes and the Burdekin Sugar Rush.

### **12.2. Letter of Recommendation - Clare Club - Mr. Magin**

Mr. Magin informed the Council about a request from Councillor Hall, on behalf of the Clare Club, for a letter of recommendation to support their grant application to Pacific Blue for a new mower to maintain their grounds. Following discussion, it was agreed that the Mayor would provide the Clare Club with a letter of recommendation in support of their application for the new mower.

---

**13. CLOSED BUSINESS ITEMS**

**14. DELEGATION**

There being no further business the meeting closed at 9.47am.

**These minutes were confirmed by Council at the Ordinary Council Meeting held on 13 May 2025.**

**MAYOR**

## 4.2. MINUTES AND BUSINESS ARISING

### Community Grants Panel Meeting Minutes - Round 4 - 29 April 2025

**File Reference:** 1574  
**Report Author:** Tammy Quagliata, Community Development Officer  
**Authoriser:** Glenn Arboit, Manager Community Services  
**Meeting Date:** 13 May 2025

---

#### Purpose

This report provides the minutes of the Community Grants Panel Meeting held on 29 April 2025.

#### Summary of recommendations and actions for consideration and adoption:

##### Item 1 – Consideration of Grants Applications Round 4 – 2024/2025 Financial Year

No.	Applicant	Recommended Cash Funding	Recommended In-kind Support
1.1	Burdekin Netball Association	\$3,000.00	\$1,032.00
1.2	Burdekin Road Runners & Walkers Club Inc	\$1,000.00	\$1,850.00
1.3	Burdekin Potters Inc	\$1,500.00	\$10.00
1.4	Burdekin Touch Association	\$1,000.00	\$265.00
1.5	Burdekin Machinery Preservationists	\$1,500.00	\$955.00
1.6	Rotary Club of Ayr	\$1,500.00	
1.7	Burdekin Artisan Community Assoc Inc	\$1,500.00	
1.8	Flexi QLD	\$500.00	
1.9	Rotary Club of Home Hill		\$630.00
1.10	Burdekin Clay Target Club		\$400.00
1.11	Burdekin Brass Band	\$3,000.00	
1.12	Burdekin Junior Eisteddfod	\$3,000.00	
1.13	Ayr Pastoral Agricultural & Industrial Assoc. Inc		\$5,300.00

#### Recommendation

That:

1. the minutes of the Community Grants Panel Meeting held on 29 April 2025 be noted; and
2. the recommended funding as detailed in the minutes and noted in Items 1.1 - 1.13 be adopted; and
3. it be noted that the remaining cash funds for the 2024/2025 Financial Year after the allocation from Round 4 will be \$7,500.00; and
4. the remaining \$7,500.00 be constrained for the 2025/26 Community Grants budget, noting the ongoing increase in applications and promotion of the Community Grants Program.



**Attachments**

1. Meeting Minutes - Community Grants Panel - Round 4 - 29 April 2025

# Meeting Minutes

<b>Meeting</b>	Community Grants Panel Meeting		
<b>Date</b>	Tuesday, 29 April 2025	<b>Time</b>	3.00pm
<b>Attendees</b>	Councillor John Furnell, Councillor Fina Vasta, Janice Horan, Glenn Arboit, Tammy Quagliata		
<b>Apologies</b>	Wayne Saldumbide, Kiera Durrant		
<b>Chairperson</b>	Glenn Arboit, Manager Community Services		
<b>Minutes Clerk</b>	Tammy Quagliata, Community Development Officer		
<b>Location</b>	Ernie Ford Board Room		

## Agenda Items

- The following funds for Community Grants 2024/25 were noted:

Cash funds available prior to Round 4 - \$24,500.00

- Update of previous grant/s:

It was noted the Burdekin Junior Rugby League received \$2,500.00 in Round 4 of 2023/24 for the opening of their new facility. The Committee has advised due to building delays, the event has been postponed and sought a further extension to expend these funds.

Grants Panel Members agreed to this request.

- Consideration of Grant Applications for Round 4 of 2024/2025 Financial Year requested as below:

No.	Applicant	Project	Requested Cash Funding	Requested In-kind Support	Recommended Cash Funding	Recommended In-kind Support
1.1	<b>Burdekin Netball Association</b>	2025 Junior Carnival	\$3,000.00	\$1,032.00	\$3,000.00	\$1,032.00
	<i>Comments:</i>					
1.2	<b>Burdekin Road Runners &amp; Walkers Club</b>	2025 Burdekin Sugar Rush	\$1,000.00	\$1,850.00	\$1,000.00	\$1,850.00
	<i>Comments:</i>					
	<i>Event was held on 27<sup>th</sup> April 2025; however it was noted that the application was submitted prior to the event being held. Preference was that funding be sought in an earlier round in future to avoid this occurring.</i>					
1.3	<b>Burdekin Potters Inc</b>	50 Year Birthday Celebrations	\$1,500.00	\$10.00	\$1,500.00	\$10.00
	<i>Comments</i>					
1.4	<b>Burdekin Touch Association</b>	2025 Mixed Touch Carnival	\$1,500.00	\$265.00	\$1,000.00	\$265.00

	<i>Comments:</i>					
1.5	<b>Burdekin Machinery Preservationists</b>	Annual Open Day 2025	\$1,761.00	\$955.00	\$1,500.00	\$955.00
	<i>Comments:</i> Event to be held on 10 <sup>th</sup> May 2025; however, it was noted that the application was submitted and assessed prior to the event being held. Preference was that funding be sought in an earlier round in future to avoid this occurring.					
1.6	<b>Rotary Club of Ayr</b>	70 Year Celebrations Dinner	\$3,000.00		\$1,500.00	
	<i>Comments:</i>					
1.7	<b>Burdekin Artisan Community Assoc Inc</b>	Burdekin Rags to Runway	\$1,500.00		\$1,000.00	
	<i>Comments:</i>					
1.8	<b>Flexi QLD</b>	TAC Renaming Ceremony	\$3,000.00		\$500.00	
	<i>Comments:</i>					
1.9	<b>Rotary Club of Home Hill</b>	2025 Mega Markets		\$630.00		\$630.00
	<i>Comments:</i>					
1.10	<b>Burdekin Clay Target Club</b>	June Night Shoot		\$400.00		\$400.00
	<i>Comments:</i>					
1.11	<b>Burdekin Brass Band</b>	Annual Performances	\$3,000.00		\$3,000.00	
	<i>Comments:</i> Noted this was a 4-year cash grant agreement with the provision of event acquittals and required documentation being provided annually.					
1.12	<b>Burdekin Junior Eisteddfod</b>	2025 Junior Eisteddfod	\$3,000.00		\$3,000.00	
	<i>Comments:</i> Noted this was a 4-year cash grant agreement with the provision of event acquittals and required documentation being provided annually.					
1.13	<b>Ayr Pastoral Agricultural &amp; Industrial Assoc. Inc</b>	2025 QCAR Burdekin Show		\$5,300.00		\$5,300.00

4. Noted that the total cash funds available for Community Grants Program for 2024/2025 Financial Year was \$50,000.00 and the total in-kind for Community Grants Program 2024/2025 Financial Year was \$33,200.00.

5. Noted that the total cash funds remaining at the end of 2024/2025 Financial Year following Round 4 was \$7,500.00.
6. Noted that 23 applicants had been provided cash funding in the 2024/25 Financial Year, in comparison to 18 applicants in 2023/2024.
7. The Community Grants Panel recommends that Council constrain the remaining \$7,500 for the 2025/26 year, noting the increased applications and promotion of the Community Grants Program.

There being no further business, meeting closed at 4.10pm.

### 5.1.1. CEO Council Workshop - April 2025

**File Reference:** 394

**Report Author:** Rosie McLean, Executive Assistant

**Authoriser:** Matthew Magin, Chief Executive Officer

**Meeting Date:** 13 May 2025

**Link to Corporate/Operational Plan:**

Burdekin Shire Council Corporate Plan 2025-2030

- Demonstrate open and transparent decision-making, leadership and financial management.

---

#### **Executive Summary**

In line with agreed arrangements for Council meetings and workshops, two (2) general workshops were conducted during April on 1 and 15 April 2025.

A range of policy and operational issues were discussed with Councillors and staff at the workshop. A summary of the items discussed is outlined in the report.

#### **Recommendation**

That the report on the Council Workshops held on 1 and 15 April 2025 be received and noted.

#### **Background**

Council has adopted governance arrangements based on holding Council meetings on a fortnightly basis each month, except in December and January each year, where only one (1) meeting is held in each month. Similar arrangements apply to the conduct of general workshops which are held on the alternative week to Council meetings.

In line with these arrangements, general workshops were conducted on 1 and 15 April 2025.

A broad range of policy and operational issues were discussed at the workshops along with presentations by external parties. A summary of the issues discussed is outlined below:

##### **1 April 2025**

- Parking Compliance
- Draft Policy - Infrastructure Charges Reduction Application for Existing Unlawful Development
- After Hours Dog Drop Off
- Cardboard Processing Business Case
- Tender TBSC/25/006 - Supply and Delivery of three Truck Cab Chassis Fitted with Transferred Truck Bodies
- Local Laws and Operational Works Approval - Bill Britt Road
- Registration of Pre-Qualified Suppliers - Instrumental
- Cemetery Fees and Charges - GST Ruling on Burial Rights
- Customer Request - Removal of Trees in Coutts Park on Property Boundary
- Capital Project Budget Increase - Follow Spots at Burdekin Theatre
- Transfer of Home Hill Memorial Stone Licence to Burdekin Shire Council
- Auction Notice for Overdue Rates
- Change in BPAY Provider
- Counter Disaster Operations and Community Relief Fund

15 April 2025

- Reconfiguring a Lot - Airdmillan Road, Airdmillan
- Tender TBSC/25/013 - Construction of Electrical and Communications Conduits at Ayr Industrial Estate
- Home Hill Industrial Estate Master Plan
- ICT Committee
- Sewer Relining and Manhole Rehabilitation Program Update
- Delegation by Burdekin Shire Rivers Improvement Trust - Update on Current Operations and Activities
- Ayr Showgrounds - Burnout Pad Proposal

### **Consultation**

Consultation was undertaken with various parties in the presentation of workshop items.

### **Budget & Resource Implications**

Not Applicable.

### **Legal Authority & Implications**

Not Applicable.

### **Policy Implications**

Any policy proposals or approvals are subsequently referred to a Council meeting via a report for consideration and if approved, formal adoption.

### **Risk Implications (Strategic, Operational, Project Risks)**

Strategic Risk due to possible damage if policies or major initiatives are not effectively developed with input and support from Councillors.

### **Attachments**

None

## **6.2.1. COMMUNITY DEVELOPMENT**

### **Library Collection Development Policy**

**File Reference:** 427

**Report Author:** Glenn Arboit, Manager Community Services

**Authoriser:** Glenn Arboit, Manager Community Services

**Meeting Date:** 13 May 2025

**Link to Corporate/Operational Plan:**

Burdekin Shire Council Corporate Plan 2025-2030

- Encourage equitable access to facilities and resources.
  - Provide ongoing support for art, culture, youth, seniors, and welfare activities.
  - Provide safe, attractive, accessible, and functional community spaces and facilities.
- 

#### **Executive Summary**

The Library Collection Development Policy provides a framework for the acquisition and maintenance of the Library collection. A review of the Policy was recently undertaken, and a minor grammatical change is recommended.

#### **Recommendation**

That Council adopts the Library Collection Development Policy as attached.

#### **Background**

This policy has been developed to provide a framework for the acquisition and maintenance of the Library collection. Burdekin Library's objective is to provide a quality collection of resources that cater for the recreational and information needs of all sectors of the community.

#### **Consultation**

Consultation was undertaken and feedback was received from the Library Services Manager, Manager Community Services, Director Corporate and Community Services and the Senior Leadership Group.

Discussions were held with Councilors on the recommended changes to policy at Council Workshop on 6 May 2025.

#### **Budget & Resource Implications**

There are no budget implications due to the State Library of Queensland providing annual funding for collections under the Service Level Agreement.

#### **Legal Authority & Implications**

Not Applicable.

#### **Policy Implications**

Not Applicable.

#### **Risk Implications (Strategic, Operational, Project Risks)**

Not Applicable.

#### **Attachments**

1. Library Collection Development Policy

Policy Type	Corporate
Function	Arts and the Library
Policy Owner	Manager Community Services
Policy Contact	Manager Library Services
Effective Date	10 October 2023

## Purpose

This policy provides a framework for the acquisition and maintenance of the Library collection.

## Scope

This policy applies to all Library branches and Library staff.

## Policy Statement

### Criteria for Selection

Burdekin Library's objective is to provide a quality collection of resources that cater for the recreational and information needs of all sectors of the community. Issues such as the expansion in knowledge-based media, changing social values, technological advances and increasing awareness of cultural differences will be considered part of the selection criteria requiring Library staff to be flexible, open-minded and responsible in the evaluation of Library resources considered for acquisition.

Resources should support and be consistent with the general aim of Burdekin Library.

Resources should meet the broad spectrum of community needs.

Resources may not be excluded from selection based on personal taste, moral or political viewpoints, social or ideological variance.

Biased resources may be selected to meet specific objectives and to ensure that all viewpoints are represented in the collection.

Resources will be considered for selection based on their own merit and the audience for whom it is intended. Resources are judged based on the work as a whole, not on a part taken out of context.

Priority is given to resources that are popular as well as being relevant to Burdekin lifestyles and trends.

Resources should be at levels and language appropriate to the various users of the Library.

Physical form and appearance of Library resources should be suited for their intended use and users.

Resources must be suitable for public lending purposes with consideration to appropriate distribution and licensing agreements.

Resources deemed important as a local historical record for present and future use will be acquired.

Multiple copies of resources may be acquired when probable usage justifies it.



Within the guidelines set by this policy, the knowledge and experience of Library staff influences the choices of the Library resources, as does their familiarity with the local community, other resources available, the current collection profile and the limits of the Library budget.

## Methods of Selection

Library resources may be purchased from Library suppliers, local retail outlets, subscription agencies or through consortia arrangements with other libraries.

Where possible, Library resources will be ordered utilising Library profiles and selection profiles, standing orders and online ordering through allocated suppliers to ensure a regulated supply of materials.

Additional mechanisms such as staff selection and public requests will also be utilised.

Resources will not be purchased from unsolicited sources unless they are of vital local significance and comply with the specific collection statement.

Criteria by which vendors are chosen include but are not limited to type and range of stock, price of stock, discount offered, reliability and speed of supply, reporting procedures of unfilled orders, ordering and invoicing procedures, LGA approved supplier.

All procurement of Library resources is managed in accordance with Council's Procurement Policy.

## Access to the Collection

Most of the Library collections are available for loan to all members of the Burdekin community. Access restrictions are those required by law or government legislation. There are collections that are only available for use in the Library for example, local history resources.

Access to Library collections is provided free of charge as outlined in the Australian Library and Information Association (ALIA) policy on Free Access to Information (available at <https://www.alia.org.au/Web/Web/Research-and-Publications/Policies-standards-and-guidelines.aspx>) and as required by the Service Level Agreement for Public Library Services between the Library Board of Queensland and the Council.

## Responsibility for Selection

Collection development funding is a partnership between Burdekin Shire Council and the Queensland State Government. The Manager Library Services has formal responsibility for collection development and its budget. Responsibilities and duties relating to resources selection are also delegated to other Library staff referring to input from the public and other team members.

## Inter-Library Loan

The Libraries will borrow where possible, material that is not available for purchase or which does not meet the selection criteria. The Libraries provide Inter-Library Loans in accordance with the industry-accepted Inter-lending Code. Conditions imposed by the lending Library apply.

## Gifts and Donations

Donated materials which meet the selection criteria and which are offered without condition may be accepted. All donated materials become the property of Burdekin Library and the Library reserves the right to discard donated materials at any time and by any means which are deemed appropriate and to refuse donated materials.

The acceptance or purchase of materials for memorial donations from individuals, institutions or community organisations will be arranged with the Library Services Manager within the requirements of this 'Library Collection Development' policy. A record of memorial donations will be retained at the Library.

## Censorship

The primary objective of the Library is to facilitate free and unrestricted access to the ideas and information available on all subjects utilising all possible formats. The Library will not acquire any resources that are prohibited by law. Library staff will not censor the information selected by any member of the public. Supervision of material read or accessed by persons less than 18 years of age remains the responsibility of the parent or legal guardian.

The Library supports the Australian Library and Information Association's (ALIA) policy statements on free access to information. ALIA policy statements are available for access at <https://www.alia.org.au/Web/Web/Research-and-Publications/Policies-standards-and-guidelines.aspx>.

## Challenged Materials

The Library accepts the possibility that some people may be offended by material held in the collection. These people have a right to express their view but not to force their beliefs on other members of the community or to deface Library materials to record their disapproval.

Any person disagreeing with the inclusion or exclusion of materials in the collection has the right to appeal. Complaints outlining specific concerns about Library materials should initially be submitted to the Library Services Manager in writing. The material in question will be re-evaluated using Libraries selection criteria and a reply provided to the complainant.

## Collection Evaluation and Maintenance

The Library will evaluate the effectiveness of the Library collections through analysis of performance data and regular stocktakes. Data collection is undertaken to develop the collection appropriately and to satisfy the requirements of the Library Board of Queensland's Service Level Agreement.

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. This ongoing process is the responsibility of the Library. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. As a guide, items are identified for withdrawal when they are:

- factually inaccurate or obsolete;
- worn beyond repair;
- no longer in demand;
- superseded by a new edition or a better title on the topic;
- of no discernible literary or topical merit;
- irrelevant to the needs of the community served;
- available elsewhere through reciprocal borrowing or inter-library loan.

## Exceptions

Nil.

## Objectives

Because of the volume of publishing, as well as the limitations of budget and space, the Library must have a framework within which it can work to meet the information, educational, recreational and cultural needs of the community.

The Collection Development Policy is used by Library staff in the selection of resources and also serves to acquaint the general public with the principles of selection.

The basic principles underlying the policy are:

**Access** – The Library will provide free, adequate and convenient access to ideas, information and creative endeavour in a variety of formats whether held within the Burdekin Library or obtained from other sources.

**Equity** – The Library will provide resources for all people regardless of class, gender, age, disability, ethnic origin or economic status.

**Participation** – The Library will be adaptable to the changing needs of the community and actively seek informed community involvement including continuous feedback from customers. The Library encourages purchase suggestions from the community.

**Effective Citizenship** – The Library will provide information to assist the individual or community groups to be effective citizens in the social, political, economic, cultural and natural environment in which they live. Such information is necessary to enable the individual to be aware of their civil rights to safeguard those rights and to interact effectively within society.

**Cultural Relevance** – The Library will endeavour to match resources with customer requirements for diversity of ethnicity, interest and experience and will also acknowledge the needs of special groups.

**Creativity and Leisure** – The Library will provide resources which the individual can use to foster their creative and leisure pursuits.

**Education** – The Library will support lifelong learning in the form of self-education, thus helping to develop economic value in the community.

## Risk Management

Council is committed to applying a risk-based approach to the development and management of the Library Collection. In managing the acquisition and maintenance of the Libraries Collection, officers will consider the risks associated with the usefulness and ongoing value of collection material. This policy aims to mitigate many of the other risks associated with selection of collection materials through setting clear criteria for material selection. The policy also mitigates the risks associated with access to items of historic value by stipulating access conditions, thus reducing the risk of loss of irreplaceable items. Council's Library Collection is also valued in accordance with the Asset Management Framework and is insured as part of Council's wider insurance framework.

## Legislation

*Libraries Act 1988*

## Definitions and Abbreviations

<b>Collection</b>	means the total accumulation of books and other materials owned by the Burdekin Shire Library, organised and catalogued for ease of access by its users.
<b>Library or Libraries</b>	any library facility managed by Burdekin Shire Council.
<b>Resource</b>	means an item acquired for the Library collection including print material, photographs, streaming services, digital services etc.

## Related Documents

Reference Number	Document Title
Refer ALIA Website	Australian Library and Information Association – Free Access to Information Statement
Refer ALIA Website	Australian Library and Information Association – Statement on Public Library Services
Refer SLQ Website	State Library of Queensland – Standards and Guidelines for Queensland Public Libraries
LIB-GDE-0001	Library Collection Development Guideline
FIN-POL-0004	Procurement Policy
LIB-FRM-0001	Request for Reconsideration of Library Materials

## Document History and Version Control

Title of Document	Library Collection Development Policy
Document Reference Number	LIB-POL-0002 Rev 3
Review Schedule	24 months
Council Meeting Date	10 October 2023
Council Resolution Number	<a href="#">Click or tap here to enter text.</a>

## **6.4.1. GOVERNANCE**

### **Operational Plan 2024/2025 Q3 Report**

**File Reference:** 419

**Report Author:** Rebecca Stockdale, Senior Governance Officer

**Authoriser:** Kim Olsen, Director Corporate and Community Services

**Meeting Date:** 13 May 2025

**Link to Corporate/Operational Plan:**

Burdekin Shire Council Corporate Plan 2025-2030

- Demonstrate open and transparent decision-making, leadership and financial management.

---

#### **Executive Summary**

Council's annual operational plan sets out the targeted activities to be completed to achieve the strategic objectives of the five-year Corporate Plan. Activities within the Operational Plan must be implemented in line with the adopted budget. The Chief Executive Officer (CEO) is required to provide a written report each quarter on the implementation of the Operational Plan. Council has a total of 174 agreed activities detailed in the Operational plan for 2024/2025. A traffic light system is used to provide an "at a glance" overview of progress and status for each activity.

Management have also provided explanatory comments to give context and supporting evidence for the traffic light selection for each activity. At the end of the third quarter period (1 January - 31 March 2025) 140 activities (80%) were considered to be at or above target, 26 activities (15%) were considered to be "progressing" (yellow traffic light), four (4) activities (2.5%) were considered to be "under target" (red traffic light) and a further four (4) activities (2.5%) were inactive during the quarter.

The report attached to this report provides a comprehensive overview of the operational activities progressed during the Q3 period.

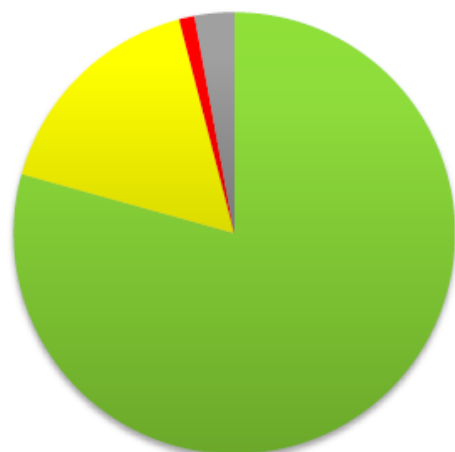
#### **Recommendation**

That Council adopts the Operational Plan 2024/2025 Q3 report as attached to this report.

#### **Background**

For comparison, the results at the end of the Q1, Q2 and Q3 periods have been included below. Also included in a graph indicating the results at the end of the same period in the previous financial year.

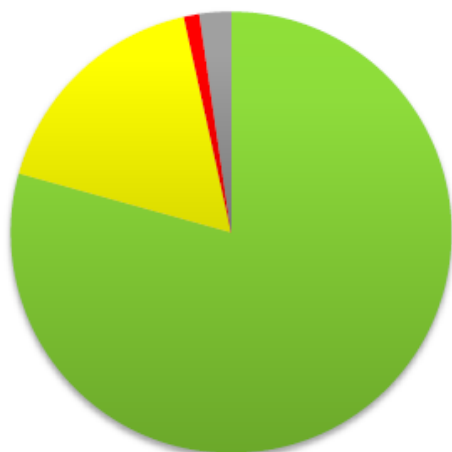
## Q1 Overall Performance



■ Meeting or above target ■ Progressing ■ Under target ■ Inactive

Meeting or above target	138
Progressing	29
Under target	2
Inactive	5

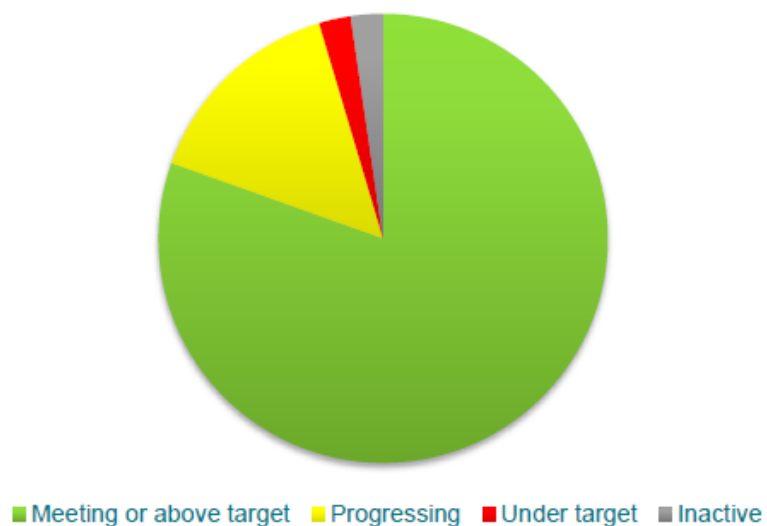
## Q2 Overall Performance



■ Meeting or above target ■ Progressing ■ Under target ■ Inactive

Meeting or above target	138
Progressing	30
Under target	2
Inactive	4

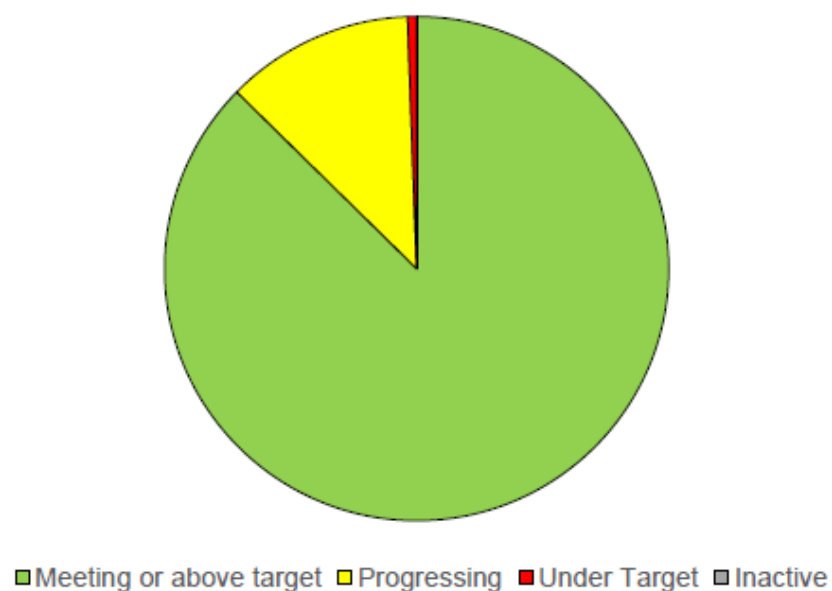
### Q3 Overall Performance



Meeting or above target	140
Progressing	26
Under target	4
Inactive	4

2023/2024

### Q3 Overall Performance



Meeting or above target: 152  
 Progressing: 21  
 Under target: 1  
 Inactive: 0

## Consultation

All relevant managers and supervisors provided comments for the Q3 report. The draft report was reviewed by the Executive Leadership Team (ELT) members. Councillors reviewed the draft Operational Plan Q3 report at a Council Workshop on 6 May 2025.

## Budget & Resource Implications

All operational plan activities must be implemented within adopted budget constraints. There are no direct budgetary implications associated with the adoption of the Q3 report.

## Legal Authority & Implications

*Local Government Regulation 2012*

### **174 Preparation and adoption of annual operational plan**

- (1) A local government must prepare and adopt an annual operational plan for each financial year.*
- (2) The local government may, but need not, adopt the annual operational plan for a financial year at the same time the local government adopts its budget for the financial year.*
- (3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.*
- (4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.*
- (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.*

## Policy Implications

Not Applicable.

## Risk Implications (Strategic, Operational, Project Risks)

The quarterly reporting on the progression of the operational plan is a statutory requirement. Delivery of this report helps to mitigate corporate risks including lack of accountability, lack of transparency, poor financial control, and reputational damage. The report also helps to mitigate the risk of non-compliance with legislation.

## Attachments

1. Q2 Operational Plan Report 2024-2025 V1





**Burdekin**  
Shire Council

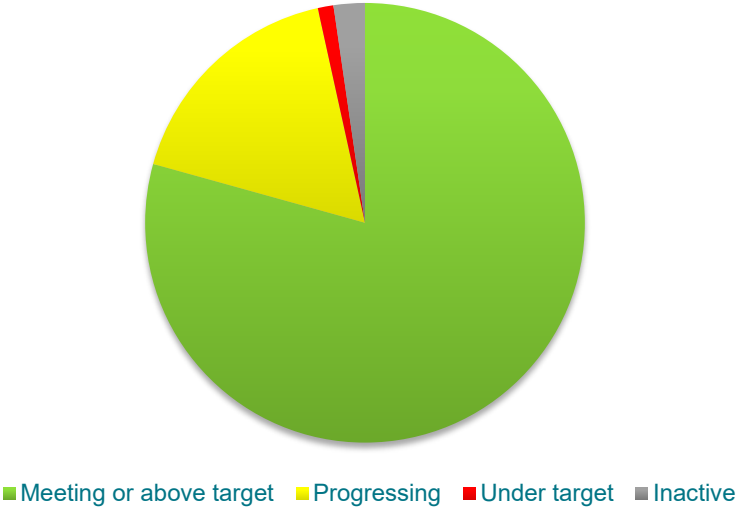
# Operational Plan Q2 Report 2024/2025

## Index

AM - Animal Management	OPW - Operations- Works
AR - Administration and Records	PS - Purchasing and Stores
CD - Community Development	PG - Parks and Gardens
CG - Corporate Governance	PD - Planning and Development
CP - Caravan Parks	NR - Natural Resources
CS - Customer Service Centre	VM - Vector Management
CV - Cultural Venues	R - Rates
ED - Economic Development	SP- Swimming Pools
EH - Environment and Health	SQ - Safety and Quality
EXC - Executive	TOU - Tourism
EXP - Expenditure Services	TR - Training
FM - Financial Management	TS - Technical Services
HR - Human Resources	WM - Waste Management
ICT - Information and Communication Technology	WWW - Water and Waste Water
LDMG - Local Disaster Management	
L - Library	
MC - Media and Communications	

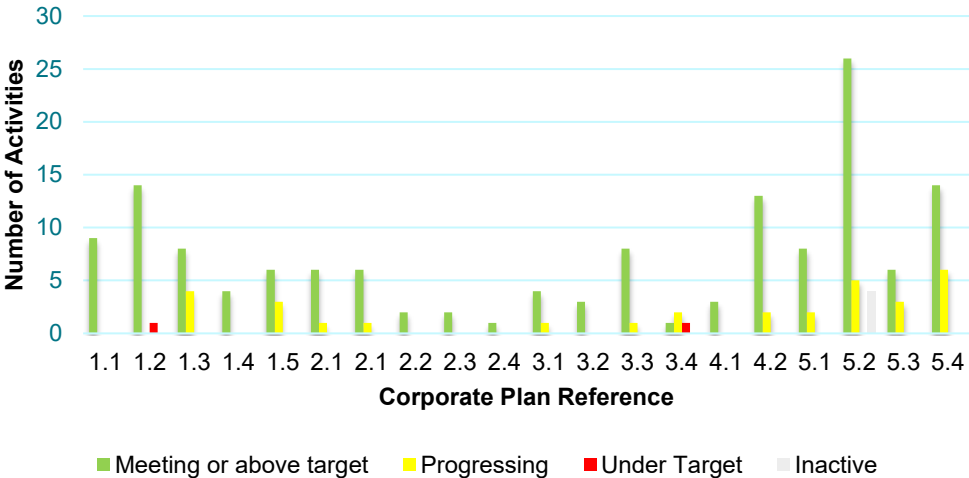
**Overall Performance Q2**  
**Operational Plan 2024/2025**

**Q2 Overall Performance**

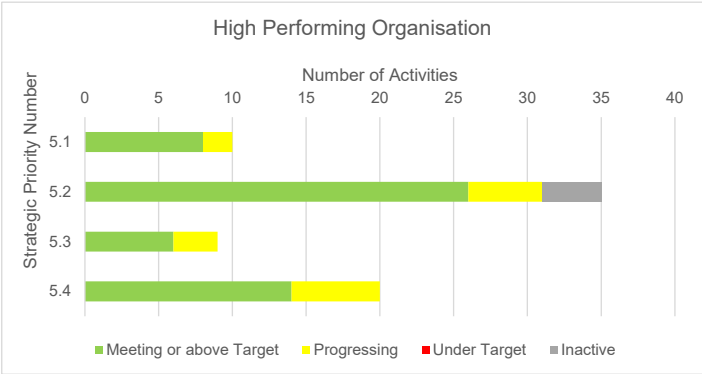
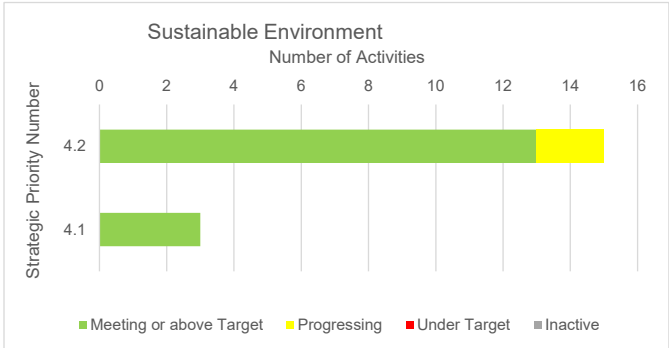
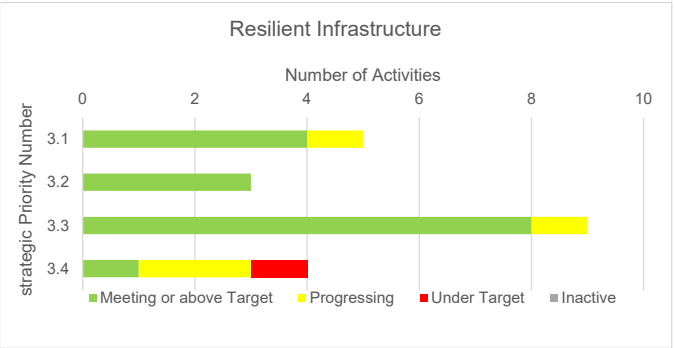
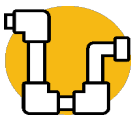
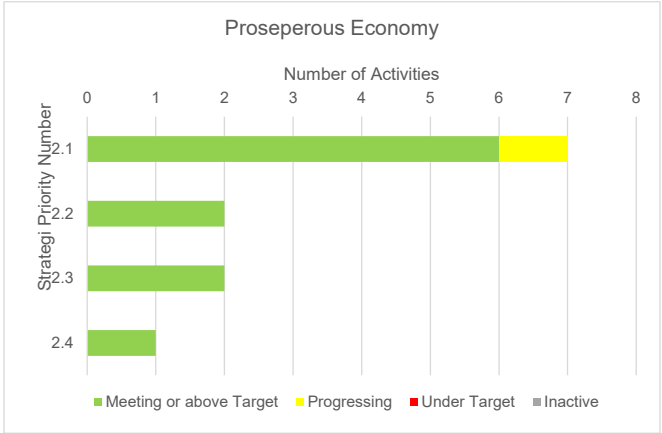
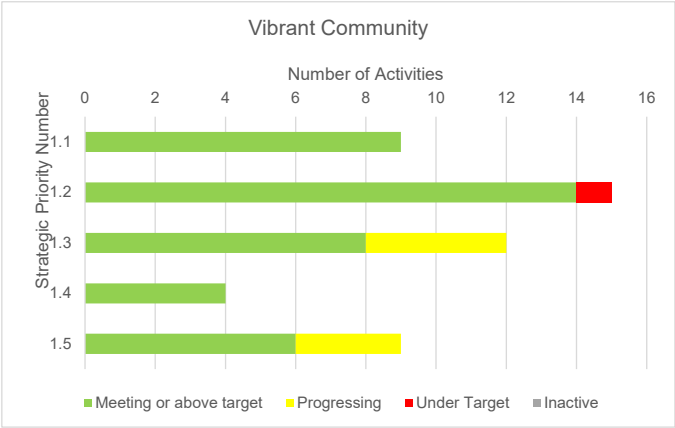


Meeting or above target	138
Progressing	30
Under target	2
Inactive	4

**Breakdown of Q2 performance by Strategic Objective Area**



Q1 Report Dashboard



## Traffic Lights

Record Name	Operational Plan Activity	
<b>Vibrant Community</b>		
Community Development 1	Facilitate partnerships with community organisations within the Shire to ensure a co-ordinated community-focussed approach to service delivery.	●
Community Development 2	Advocate for funding to employ a housing officer to implement the Local Housing Action Plan (LHAP).	●
Animal Management 1	Create opportunities to engage with the community regarding responsible pet ownership.	●
Vector Management 1	Undertake a monitoring and larvicidal program to manage mosquito numbers as per Burdekin Shire Mosquito Management Plan.	●
Cultural Venues 1	Facilitate a diverse range of events, shows and activities at each of the Council-owned Cultural Venues through the provision of high quality services to meet the needs of the community.	●
Library 01	Develop and foster strong networks and partnerships with other Council sections, local and other service providers and support agencies, State Library of Queensland, and other library services, to deliver contemporary, innovative, relevant, and inclusive library services, facilities and programs to Shire residents. Library Strategic Plan 1.1, 2.3, 9.1, 9.2, 9.3	●
Library 02	Work with State Library of Queensland's Regional Digital Development Officer, to improve digital inclusion (access, affordability, digital ability) in the Burdekin Shire. Library Strategic Plan 2.3 & 9.3	●
Community Development 3	Facilitate an active Youth Council.	●
Community Development 4	Engage with community groups to identify opportunities to increase participation in community life and improve health and wellbeing.	●
Planning and Development 1	Monitor compliance with the Burdekin Shire Planning Scheme 2022.	●
Planning and Development 2	Deliver Building Certification services within the Burdekin Shire in accordance with the Building Act 1975 and associated regulations to ensure: - safe, timely and sufficient building construction occurs to meeting the regions need for housing, agricultural, commercial and industrial stock - safe, sustainable and timely building growth; and - the amenity in the region is safe, protected and enhanced.	●
Planning and Development 3	Deliver Plumbing and Trade Waste Services to ensure: - development complies with the Plumbing and Drainage Act, standards, Council Policies; - Council's drinking water supply is protected by undertaking the Backflow prevention device testing regime; and - trade waste is managed appropriately to ensure Council's sewerage system, personnel and the environment	●
Animal Management 2	Undertake compliance activities of applicable legislation and local laws including: animal management; illegal camping on Council land; abandoned vehicles and overgrown properties.	●
Animal Management 3	Maintain and operate Council's animal pound with a focus on rehoming animals where suitable i.e. where health and temperament allows.	●
Environment and Health 1	Undertake regulatory responsibilities under State legislations: Food Act 2006, Public Health (Infection Control for Personal Appearance Services) Act 2003, Public Health Act 2005. 1. Processing and issuing new licenses. 2. Rate searches health inspections (Pre-purchase) 3. Regular annual inspections. 4. Risk-based enforcement action to achieve compliance. 5. Annual renewal of licenses.	●
Environment and Health 2	Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping. 1. Processing and issuing new approvals. 2. Rate searches health inspections (Pre-purchase) 3. Regular annual inspections. 4. Risk-based enforcement action to achieve compliance. 5. Annual renewal of approvals.	●
Environment and Health 3	Deliver Food Safety education and awareness activities to the community.	●
Environment and Health 4	Conduct water quality testing of drinking water (on a fee for service basis) and public swimming pools.	●
Environment and Health 5	Investigate nuisance complaints under State legislation (e.g. public health, environmental protection) and Local Laws.	●
Vector Management 2	Investigate nuisance complaints under State legislation (Biosecurity Act 2014) and Local Laws.	●
Local Disaster Management	Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.	●
Local Disaster Management	Approve and manage all local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.	●
Local Disaster Management	Facilitate community education and promote disaster readiness in the Burdekin Shire with a focus on building resilience and risk awareness.	●
Natural Resources 1	Undertake public safety activities including traditional burning activities to rehabilitate and restore Council owned land.	●
Tourism 1	Continue membership of Townsville Enterprise Ltd. and host industry forums/workshops to encourage development of tourism product.	●
Tourism 2	Provide support to the Visitor Information Centres in Ayr and Home Hill.	●
Tourism 3	Participate in Economic Development/Tourism Expos.	●
Tourism 4	Promote the Burdekin as a business and lifestyle destination. Source and develop new advertising opportunities to market Burdekin tourism and lifestyle e.g. Qld Country Week, RegionsQ.	●
Caravan Parks 1	Promote the Council-owned caravan parks in local, state and national outlets and publications.	●
Cultural Venues 2	Undertake a review of the Arts & Culture Strategy and identify key initiatives that can be actioned.	●
Community Development 5	Implement, monitor and report on key initiatives of the Arts and Cultural Strategy.	●
Media and Communications	Develop and issue media releases including posting releases to Council website and social media platforms informing the community on Council activities.	●
Media and Communications	Provide support to Mayor, Councillors and Officers in responding to media enquiries.	●
Community Development 6	Conduct Australia Day Awards Ceremony January 2025.	●

Tourism 5	Plan and deliver the biennial 2025 'Sweet Days Hot Nights Festival', including associated events, as a destination event for the Burdekin.	●
Community Development 7	Facilitate targeted community events, activities and programs that foster a vibrant community and improve health and wellbeing.	●
Corporate Governance 1	Coordinate RADF (Regional Arts Development Funding) Program.	●
Community Development 8	Manage the Community Assistance Grants Program.	●
Corporate Governance 2	Administer Council's Revenue Financial Assistance Program (Interest Free Loans).	●
Community Development 9	Implement the revised Burdekin Shire 5-year Sport and Recreation Plan	●
Swimming Pools 1	Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Council pools.	●
Corporate Governance 3	Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.	●
Library 03	Develop a Library Technology Plan to ensure the public and staff have access to appropriate technology to operate a modern and responsive library service. Library Strategic Plan 3.1	●
Cultural Venues 3	Plan for the Burdekin Theatre Promenade Project through engagement with stakeholders and development of detailed designs.	●
Cultural Venues 4	Undertake a review of the Ayr Showgrounds Master Plan to identify outstanding projects.	●
Cultural Venues 5	Annual consultation and survey of local user groups (Hirers) to understand customer expectations/satisfaction to ensure Cultural Venues remain relevant into the future.	●
Parks and Gardens 1	Ensure operational responsiveness and departmental performance of the parks and gardens team aligns with Council's Customer Service Charter and agreed service timeframes.	●
Planning and Development 4	Manage existing service contracts for Council facilities and implement facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities.	●
Caravan Parks 2	Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park (BCCP).	●
<b><u>Prosperous Economy</u></b>		
Economic Development 01	Facilitate meetings of the Economic Development Advisory Group and implement agreed recommendations as endorsed by Council.	●
Economic Development 02	Support initiatives and facilitate programs that build capacity of local businesses to better utilise digital technology.	●
Planning and Development 5	Investigate the introduction of online services and platforms for development assessment and the availability of online information to accelerate the development assessment process and delivery of approvals and improve the customer journey.	●
Economic Development 03	Promote funding opportunities available to businesses for research and development.	●
Economic Development 04	Market and promote the Burdekin Shire, including opportunities at the Ayr Industrial Estate, to potential developers/investors.	●
Tourism 6	Continue to implement projects and activities outlined in the Burdekin Tourism Strategy.	●
Tourism 7	Seek to identify funding to update the Burdekin Tourism Strategy.	●
Economic Development 05	In collaboration with Smart Precinct NQ and the Queensland Small Business Commissioner's Small Business Friendly (SBF) Program, identify, promote and implement activities and initiatives to encourage development and expansion of existing businesses and support and encourage new and establishing small businesses.	●
Economic Development 06	Collaborate with State and Federal Government Departments and with Townsville Enterprise Ltd. (TEL) to identify, promote and implement economic development opportunities for the Burdekin region.	●
Economic Development 07	Implement actions identified in the Burdekin Economic Development Strategy.	●
Economic Development 08	Encourage and support individuals and businesses to better participate in regional economic development initiatives.	●
Economic Development 09	Encourage businesses and individuals to participate in activities to promote employment and training opportunities.	●
<b><u>Resilient Infrastructure</u></b>		
Technical Services 1	Investigate the cost vs benefit of upgrading Cussen and Halls Roads, Clare from graded roads to sealed roads.	●
Technical Services 2	Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.	●
Technical Services 3	Complete Roads to Recovery Program in accordance with Australian Government requirements.	●
Technical Services 4	Complete concept designs for culvert widening over existing channels in the Clare area.	●
Operations - Works 1	Achieve a satisfactory external audit of the Road Maintenance Performance Contract from the Department of Transport and Main Roads.	●
Water Wastewater 1	Supply potable water in compliance with the approved Drinking Water Quality Management Plan (DWQMP).	●
Water Wastewater 2	Ensure operational responsiveness and departmental performance of the Water Wastewater team aligns with Council's Customer Service Charter and agreed service timeframes.	●
Water Wastewater 3	Superintendency, oversight and contract management of the construction of the South Ayr Water Filtration Plant.	●
Technical Services 5	Complete asset inspections in accordance with inspection program.	●
Technical Services 6	Complete asset capitalisations in a timely manner.	●
Technical Services 7	Complete asset revaluations.	●
Technical Services 8	Completion of assigned Asset Management Roadmap tasks.	●
Operations - Works 2	Implement Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.	●
Technical Services 9	Undertake detailed designs of 2025/2026 reseals.	●



Technical Services 10	Develop and monitor annual capital delivery program.	●
Technical Services 11	Develop 5 and 10 year roadworks and drainage capital works program.	●
Technical Services 12	Complete Development Standards and Specifications for Infrastructure.	●
Planning and Development 6	Prepare for residential growth through the development of a masterplan.	●
Planning and Development 7	Prepare a new Local Government Infrastructure Plan (LGIP) that supports the revised Planning Scheme 2022.	●
Corporate Governance 4	Coordinate and project manage Council's external funding applications.	●
Planning and Development 8	Examine options for Home Hill industrial land development.	●
<b>Sustainable Environment</b>		
Environment and Health 6	Provide Environmental and Health advice/input/audit for relevant Development Applications.	●
Environment and Health 7	Increase community awareness regarding the environment.	●
Environment and Health 8	Implement the recommendations from the 2024 Energy Audit Report in a bid to reduce electricity consumption and costs at Council Facilities.	●
Planning and Development 9	Undertake a review of Burdekin Shire Council Planning Scheme December 2022 and implement any amendments in accordance with the required processes.	●
Vector Management 3	Deliver vector management public education and community awareness activities.	●
Waste Management 1	Deliver Waste education and awareness activities to the community.	●
Environment and Health 9	Maintain Council's status as a Reef Guardian Council by ensuring the Reef Guardian Grant is implemented and monitored.	●
Environment and Health 10	Undertake works identified in the Dune Management Strategy.	●
Natural Resources 2	Undertake aquatic weed control in Riparian Management Agreement (RMA) participating waterways in shire. Implement and manage the Reef Guardian Grant Project 1. Monitor and maintain Biocontrol nursery.	●
Natural Resources 3	Undertake pest plant and pest animal reduction activities including development of property biosecurity plans with landowners. Implement and manage the Reef Guardian Grant Project 2	●
Natural Resources 4	Implement the Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance Policy. Manage applications received under these policies.	●
Natural Resources 5	Undertake surveillance, monitoring and community education in relation to new invasive pests as identified in Burdekin Shire Biosecurity Plan and legislation. Implement and monitor Reef Grant Project 4.	●
Waste Management 2	Continue participation in approved Local Government Illegal Dumping Partnership Grant Program.	●
Waste Management 3	Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards including: - Delivery of new bin service.- Number of missed services.- Response to missed services.- Bin repairs/replacements.- Service complaints.	●
Waste Management 4	Supervise waste management sites to ensure compliance with conditions of the Environmental Authority and improve performance for Kirknie Landfill and Ayr, Home Hill, Giru and Clare Transfer Stations.	●
Waste Management 5	Review of Council-generated waste inspection findings and implement a community sample recycling bin analysis.	●
Waste Management 6	Continue environmental monitoring programs and commission report on treatment plans for legacy landfill sites: - Cromarty Landfill (groundwater and surface water); - Legacy Landfill Sites (groundwater); - Kirknie Landfill (groundwater, surface water and landfill gas); - Ayr and Home Hill Transfer Stations green waste runoff (surface water).	●
Waste Management 7	Implement agreed management action items from the Waste Management Contract Internal Audit 2023/24	●
<b>High Performing Organisation</b>		
Community Development 10	Review Council's Community Connect Program.	●
Technical Services 13	Assess items identified by the Burdekin Road Safety Advisory Committee.	●
Media and Communications	Facilitate the production of corporate publications including the Annual Report and Annual Budget documents.	●
Media and Communications 4	Produce community updates, prepare internal staff communications including staff newsletters, and develop other material as required by the Executive Leadership Team and Senior Leadership Group.	●
Customer Service 1	Deliver professional customer service assistance to internal and external customers.	●
Customer Service 2	Review and update Council's Customer Service Charter.	●
Executive Office 1	Develop and maintain effective regional partnerships through membership of relevant regional bodies including the North Queensland Regional Organisation of Councils (NQROC) and Townsville Enterprise Ltd (TEL).	●
Technical Services 14	Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.	●
Executive Office 2	Facilitate external training opportunities with key regulatory and advisory bodies to support ongoing councillor training activities as required.	●
Corporate Governance 5	Manage Council's Corporate Policy Program.	●
Corporate Governance 6	Coordinate Council's Complaints Management System in accordance with the adopted Complaints Management Policy and Process and facilitate the provision of information to external authorities (QAO, Queensland Ombudsman, Queensland Police etc) as required.	●
Corporate Governance 7	Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.	●
Corporate Governance 8	Coordinate the Internal Audit function including the annual review of the Internal Audit Plan by the Audit Committee.	●

Financial Management 1	Coordinate/provide information for external audit projects undertaken by Queensland Audit Office.	●
Corporate Governance 9	Coordinate Council's insurance program to manage risks associated with Council operations and assets.	●
Financial Management 2	Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.	●
Financial Management 3	Report actual performance against budget to Council monthly.	●
Financial Management 4	Coordinate and submit 10-year financial forecast to Local Government Department.	○
Financial Management 5	Maximise recovery of outstanding sundry debtors.	●
Rates 1	Issue timely and accurate rates and charges notices.	●
Rates 2	Maximise recovery of overdue rates and charges, in accordance with Council's Rates and Charges Recovery Policy with an emphasis on more timely follow up action on overdue rates from Reminder Notices through to Sale of Land for Arrears of Rates.	●
Expenditure Services 1	Administer accounts payable and contract register.	●
Expenditure Services 2	Maximise earnings on cash holdings in accordance with Investment Policy.	●
Expenditure Services 3	Administer financial delegations.	●
Expenditure Services 4	Conduct Tender and Refresh of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2023 to 30 September 2026.	●
Technical Services 15	Implementation of Council fleet renewal program including management of orders and delivery and development of fleet program for forward year.	●
Technical Services 16	Implement agreed actions from the Fuel and Fleet Management Internal Audit.	●
Executive Office 3	Continue to manage risks effectively through ongoing improvements to Council's Enterprise Risk Management systems.	●
Corporate Governance 10	Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.	●
Corporate Governance 11	Actively review and update of Council's Delegations Register.	●
Corporate Governance 12	Implement Council's Business Continuity program including completion of testing activities as per the adopted testing strategy and schedule.	●
Safety and Quality 1	Develop an all of Council Internal Quality Audit Program to ensure compliance with AS/NZ ISO9001 - Quality Management Systems.	●
Safety and Quality 2	Retain Council's Quality Management System Certification (currently with Certex).	●
Administration and Records 1	Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.	●
Purchasing and Stores 1	Implement agreed actions from the Inventory Management Internal Audit	●
Purchasing and Stores 2	Implement key recommendations from BDO Internal Fuel Management Audit Report	○
Corporate Governance 13	Coordinate Council's Public Interest Disclosure Investigations and Training.	●
Financial Management 6	Prepare and deliver draft annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.	○
Financial Management 7	Facilitate external audit of Burdekin Shire Council as required by and in co-operation with the Queensland Audit Office (QAO) and their contracted auditor Crowe.	○
Financial Management 8	Coordinate and complete the annual Local Government Comparative Data Return.	●
Financial Management 9	Prepare and lodge all necessary statutory/legislative returns.	●
Rates 3	Maintain the property and rating database to ensure a high level of accuracy.	●
Rates 4	Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.	●
Administration and Records 2	Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.	●
Administration and Records 3	Coordinate and provide administrative support for Council's statutory meetings and deliver accurate and timely minutes of meetings.	●
Information and Communication Technology	Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.	●
Information and Communication Technology	Provide quality ICT services to internal customers, including timely resolution of customer requests.	●
Information and Communication Technology	Progress the transition of Council's ICT core system modules from Ci to CiAnywhere for improved utilisation and enhanced mobility.	●
Information and Communication Technology	Review and implement the Cyber Security Plan to ensure appropriate actions and systems are in place to protect Council from cyber threats and risks.	●
Safety and Quality 3	Manage and maintain the Skytrust System as the primary repository for Safety information and safety reporting.	●
Local Disaster Management	Coordinate systems that support disaster planning and preparedness.	●
Technical Services 17	Implement Technology One mobility modules.	●
Media and Communications	Manage, monitor and promote Council's social media platforms as an effective community information and engagement tool.	●
Tourism 8	Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.	●



Executive Office 4	Undertake effective planning and coordination of Council programs and operations through the Senior Leadership Group.	●
Executive Office 5	Finalise negotiations for a new Enterprise Bargaining Certified Agreement.	●
Training 1	Develop and maintain the 2024/2025 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated.	●
Training 2	Facilitate Council traineeships, apprenticeships and work experience opportunities.	●
Planning and Development	Through customer feedback and review of processes, improve customer satisfaction levels for planning and development processes.	●
Operations - Works 4	Ensure operational responsiveness and departmental conduct (operations- works) aligns with Council's Customer Service Charter and agreed service timeframes.	●
Training 3	Coordinate Council's corporate training and employee professional development initiatives.	●
Administration and Records 4	Deliver systematic ongoing Recordkeeping Awareness training and records management system training for all employees to ensure recordkeeping is supported at all levels of Council.	●
Human Resources 1	Manage work-related injuries including the facilitation of workers compensation claims and return to work programs.	●
Safety and Quality 4	Develop and implement Council's Annual Work Health and Safety Plan.	●
Safety and Quality 5	Develop and roll out a successful and engaging Safe Work Month Program for all employees.	●
Operations - Works 5	Achieve a net reduction in number of WHS incidents involving property damage in the Works Section. Benchmark established from 2023/2024 SkyTrust reporting.	●
Operations - Works 6	Improve compliance with Site Safety Plans and Traffic Management Plans for all Capital Works Projects through regular site inspections and observations. Benchmark established from 2023/2024 SkyTrust reporting.	●
Water Wastewater 4	Achieve a net reduction in number of WHS incidents involving property damage in Water and Wastewater Section. Benchmark established from 2022/23 SkyTrust reporting.	●
Water Wastewater 5	Improve compliance with Site Safety Plans and Traffic Management Plans for all worksites (Water and Wastewater) through regular site inspections and observations. Benchmark established from 2022/23 SkyTrust reporting.	●
Parks and Gardens 2	Achieve a net reduction in number of WHS incidents involving property damage in the Parks and Gardens Section. Benchmark established from 2023/2024 SkyTrust reporting.	●
Parks and Gardens 3	Improve compliance with Site Safety Plans and Traffic Management Plans for all Parks and Gardens worksites through regular site inspections and observations. Benchmark established from 2023/24 SkyTrust reporting.	●
Executive Office 6	Commence implementation of selected actions from the Strategic Workforce Plan.	●
Human Resources 2	Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.	●
Human Resources 3	Report on the progress of recommended actions as part of the Strategic Workforce Plan.	●






# Vibrant Community


We are a welcoming, inclusive and adaptive community.

## Objective: 1.1 Healthy, inclusive and socially engaged community



Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.1	Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.	CD1	<i>Facilitate partnerships with community organisations within the Shire to ensure a co-ordinated community-focussed approach to service delivery.</i>	<p>Conduct regular partnership forums that foster collaborative program planning and coordination of activities (Minimum two per year).</p> <p>Manage Council donations and in-kind support to Burdekin Community Association, PCYC and Burdekin Neighbourhood Centre and other welfare groups.</p>	Manager Community Services	<p>Manager Community Services attended the Ayr Community Services Sector Meeting during October. Hosted and chaired the October meeting of the Burdekin Domestic and Family Abuse Prevention Network attended by all sector organisations.</p> <p>Council participated in a co-design workshop for the Queensland Government's <i>Tackling Regional Adversity through Connected Communities</i> (TRACC) Grants Program which provides funding of up to \$66,000 exclusive GST. Stakeholders included Burdekin Community Association, Burdekin Neighbourhood Centre, CORES and Selectability. Discussions included: identify local issues, present a specific program proposal or alternatively help design a program that supports our community. Outcome to be announced Q3. Council processed payment to Giru Progress Association for Giru pool operations. In addition, the donation to PCYC was processed during Q2.</p>	●

Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
1.1.1	Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.	CD2	<i>Advocate for funding to employ a housing officer to implement the Local Housing Action Plan (LHAP).</i>	Funding secured via NQROC.	Manager Community Services	Commenced establishment of various stakeholder working groups to progress Local Housing Action Plan. Connected with Qld Government Department of Housing Officer to support the implementation of the Local Housing Action Plan. Information sessions arranged for Q3 period to promote Qld Housing Finance Loan program available to local residents. Connected with 3 developers regarding potential housing projects for the Burdekin.	
		AM1	<i>Create opportunities to engage with the community regarding responsible pet ownership.</i>	<p>Annual community engagement activity undertaken.</p> <p>Four animal management topics covered in media.</p> <p>Develop Animal Management Strategy.</p> <p>De-sexing applications approved in accordance with guidelines.</p> <p>Two discounted microchipping events held.</p>	Coordinator Environment and Health Projects	<p>The annual community engagement event will be the Pet Fair in June.</p> <p>No animal topics were covered in the media this quarter. One topic is planned for February and another topic is scheduled for March.</p> <p>There was no progress on the Animal Management Strategy due to staff shortages. This is in the process of being resolved.</p> <p>Five (5) subsidised desexing</p>	

Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
1.1.1	Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.	VM1	<i>Undertake a monitoring and larvicidal program to manage mosquito numbers as per Burdekin Shire Mosquito Management Plan.</i>	Implementing the Mosquito Management Plan and treatment of known breeding sites.  Identifying adverse weather events and developing appropriate response.	Coordinator Public Health and Environment	<p>Regular monitoring and treatment for mosquito larvae was undertaken twice weekly. One hundred and fourteen and a half (114.5)litres of Teknar, and 2kg of Pro-Link slow-release pellets were distributed.</p> <p>No aerial treatment was carried out this quarter.</p> <p>Barrier spray was applied at the parks and public toilets targeting adult mosquitoes three times, including once before the Christmas break.</p> <p>Three rounds of monitoring and spraying were undertaken during the Christmas break.</p>	

Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.2	Encourage equitable access to facilities and resources.	CV1	<i>Facilitate a diverse range of events, shows and activities at each of the Council-owned Cultural Venues through the provision of high quality services to meet the needs of the community.</i>	Quarterly Reports delivered to Council including Number of attendees, number of events.	Cultural Venues Manager	<p>Total attendance across all Cultural Venues during Q2 was 8880 which is 800 higher than the same period last year. Burdekin Theatre attendance was 3898 and included 9 functions such as QSL Customer Event, ANZ Dinner, Industry Breakfast, Schneider Electrical Expo and Qld Sugar Terminals dinner. The Theatre also hosted 12 events that included Live at the Delta, 7 dance concerts, 2 school awards nights and 2 Morning Melodies.</p> <p>Memorial Hall attendance was 3777 and included 11 events such as Grinspoon Concert, Seniors Expo, 5 school graduations, 2 funerals, Craft Spectacular and New Years Eve function.</p> <p>Ayr Showgrounds attendance was 1205 and included 6 functions such as Garage Sale Trail, 2 private parties and 3 community meetings.</p> <p>The multi-Purpose Hall was hired to Burdekin Singers and Theatre Company for set up of staging and rehearsals for 2025 musical "Back to the 80's".</p>	



Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.2	Encourage equitable access to facilities and resources.	L01	<p><i>Develop and foster strong networks and partnerships with other Council sections, local and other service providers and support agencies, State Library of Queensland, and other library services, to deliver contemporary, innovative, relevant, and inclusive library services, facilities and programs to Shire residents.</i></p> <p><i>Library Strategic Plan 1.1, 2.3, 9.1, 9.2, 9.3</i></p>	<p>Wide variety of services and programs delivered including</p> <ul style="list-style-type: none"> <li>- First 5 Forever</li> <li>- Digital Literacy - School holiday program</li> <li>- Outreach- Adult/children</li> <li>- First Nation</li> </ul> <p>Number of sessions Number of participants</p> <ul style="list-style-type: none"> <li>- New collaborations and partnerships and associated initiatives</li> <li>- Service delivery</li> </ul> <p>highlights/changes relating to existing collaborations and partnerships.</p>	Library Services Manager	<p>Delivered 82 program sessions (same number as Q2 last year) attended by 1053 people i.e., 382 adults and 671 children. (91 more people than Q2 last year). This included 35 First Five Forever sessions (1 session less than Q2 last year) and 4 additional School Holiday sessions. 80 children participated in 10 Code Club sessions and library staff conducted 8 outreach sessions which reached 208 children and 69 adults. The library also showcased artwork from three local schools and hosted a book launch for a local author.</p> <p>Members borrowed and renewed 13,278 items in this period, including 2212 electronic items. A major difference to the same period last year is 460 less DVDs being loaned - this is because of the increased usage of streaming services. This drop is balanced by an increase of 1606 more electronic items loaned, compared to Q2 in 2023.</p>	●



Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.2	Encourage equitable access to facilities and resources.	L02	<p><i>Work with State Library of Queensland's Regional Digital Development Officer, to improve digital inclusion (access, affordability, digital ability) in the Burdekin Shire.</i></p> <p><i>Library Strategic Plan 2.3 &amp; 9.3</i></p>	<p>Engagement with Regional Digital Development Officer</p> <ul style="list-style-type: none"> <li>- Identification of opportunities to improve digital inclusion</li> <li>- Initiatives implemented to improve digital inclusion</li> </ul>	Library Services Manager	State Library of Queensland Regional Digital Development Officer for North Queensland - Mark Proctor visited Burdekin Library on 14 October 2024 to discuss opportunities to improve digital inclusion. A workshop has been planned for February 2025 to offer businesses, community groups and members of the public the opportunity to learn digital storytelling skills to improve their social media footprint.	
1.1.3	Provide ongoing support for art, culture, youth, seniors, and welfare activities.	CD3	<i>Facilitate an active Youth Council.</i>	Facilitate regular Youth Council meetings throughout the year. Implement relevant initiatives associated with Council's adopted Youth Strategy.	Manager Community Services	<p>Monthly Youth Council meetings conducted. Celebrated the 30th anniversary of the Burdekin Shire Youth Council which was held in conjunction with the Connect and Celebrate Community Wellbeing event at Burdekin Theatre on Saturday 12 October.</p> <p>Continued to deliver the Rural Minds Youth Wellbeing Program during meetings delivered by Regional Adversity Clinician Sean Winning.</p> <p>Youth Council Members volunteered at the Seniors Luncheon held at Burdekin Memorial Hall. The annual Youth Council Christmas Break Up was held at the Burdekin Bowl.</p>	

Objective: 1.1 Healthy, inclusive and socially engaged community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.1.4	Build active communities by delivering programs promoting regular physical activity and wellbeing.	CD4	<i>Engage with community groups to identify opportunities to increase participation in community life and improve health and wellbeing.</i>	Facilitate and promote targeted community development; health promotion and health and wellbeing initiatives. Apply for a minimum of 1 funding opportunity per annum.	Manager Community Services	<p>The Connect and Celebrate event was held during QLD Mental Health Week on Saturday, 12 October at the Burdekin Theatre Forecourt. The event received funding from QLD Government for Mental Health Week and was held in partnership with PCYC who also contributed with mental health funding. The event included a variety of health and wellness information stalls and free arts and craft activities. There was live music on the outdoor stage and the Rotary Club provided a free sausage sizzle. The event concluded with a family friendly movie in the Theatre Foyer.</p> <p>The Seniors Expo &amp; Luncheon was held at the Burdekin Memorial Hall on Wednesday, 16 October and received funding from Regis Aged Care and Qld Government - Council of the Aging. The event was moved to the larger venue due to outgrowing the Ayr Showgrounds Hall over the last 2 years. 2024 had a record attendance with 20 stallholders and 170 tickets sold. Equip U donated a mobility scooter as the lucky door prize. Council participated in the TRACC co-design workshop for grant funding which would be used to deliver a range of mental health education and training programs for our community during 2025/26.</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	PD1	<i>Monitor compliance with the Burdekin Shire Planning Scheme 2022.</i>	Ensure development applications achieve substantial compliance with the requirements of the new 2022 Planning Scheme. Undertake randomly selected compliance checks of two (2) different town planning approvals every six (6) months.	Manager Planning and Development	Two (2) official compliance checks were completed for two survey plan endorsement requests, with full compliance demonstrated by the applicant. Numerous informal discussion and guidance held with a number of applicants with respect to achieving compliance with permit requirements.	●
		PD2	<i>Deliver Building Certification services within the Burdekin Shire in accordance with the Building Act 1975 and associated regulations to ensure: - safe, timely and sufficient building construction occurs to meeting the regions need for housing, agricultural, commercial and industrial stock. - safe, sustainable and timely building growth; and - the amenity in the region is safe, protected and enhanced.</i>	Preparation of new Policy and Guideline- Amenity and Aesthetics and Removal and Rebuilding Building Works - to reflect legislative requirements and protect the safety of and amenity for the community.	Manager Planning and Development	The new Policy and Guideline - Amenity and Aesthetics and Removal and Rebuilding Building Works was adopted at the Council meeting on 26th November 2024.	●
		PD3	<i>Deliver Plumbing and Trade Waste Services to ensure: - development complies with the Plumbing and Drainage Act, standards, Council Policies; - Council's drinking water supply is protected by</i>	Amend the Trade Waste Policy and develop a Trade Waste Management Plan and present to Council for adoption.	Manager Planning and Development	No further action required.	●



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	AM2	<i>Undertake compliance activities of applicable legislation and local laws including: animal management; illegal camping on Council land; abandoned vehicles and overgrown properties.</i>	80% of requests responded to within adopted timeframes. Implement a targeted response to problem areas, in addition to regular patrols, with a minimum of: (a) six targeted early or late patrols per year; and (b) three patrols per year involving the full Animal Management team.  Follow-up unpaid animal registrations, with infringements issued for non-compliance.	Coordinator Environment and Health Projects	71% of requests were actioned within adopted timeframes. This was due to staffing issues that are being resolved.  Two (2) targeted patrols were conducted both at approximately 6pm.  The reminder has been sent for unpaid animal registrations.	
		AM3	<i>Maintain and operate Council's animal pound with a focus on rehoming animals where suitable i.e. where health and temperament allows.</i>	Facility cleaned daily with animal containers disinfected prior to reuse. Drop off cages checked twice per day on work days and once on other days. Animals relocated to offsite pound facility within 24 hours.75% of animals are rehomed where suitable. Conduct a review of the drop off cages to increase security of animals.	Coordinator Environment and Health Projects	The pound cages are cleaned after use, daily or as required, and animal containers are disinfected before reuse.  Drop-off cages were checked at least twice daily on workdays and once on weekends.  Animals are relocated to an offsite pound facility within 24 hours on workdays.  One hundred and six (106) animals came through the pound this quarter. 95% of animals released were returned to the owner or rehomed as suitable for rehoming.	

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	EH1	<p><i>Undertake regulatory responsibilities under State legislations: Food Act 2006, Public Health (Infection Control for Personal Appearance Services) Act 2003, Public Health Act 2005.</i></p> <ol style="list-style-type: none"> <li><i>1. Processing and issuing new licenses.</i></li> <li><i>2. Rate searches health inspections (Pre-purchase)</i></li> <li><i>3. Regular annual inspections.</i></li> <li><i>4. Risk-based enforcement action to achieve compliance.</i></li> <li><i>5. Annual renewal of licenses.</i></li> </ol>	<p>Timely and accurate processing and issuing of new licenses.</p> <p>Regular annual inspections with 100% of non-compliances addressed as per standard procedure.</p> <p>Enforcement as per risk matrix to achieve compliance.</p> <p>Annual renewal of licenses- Licenses to be issued within four (4) weeks of payment. Renewal notices for next financial year issued by 30 June 2025.</p>	Coordinator Public Health and Environment	<p>Seven (7) new licenses and (3) temporary food licenses were approved from October 1 to December 31.</p> <p>Thirty (30) food inspections were conducted, and (24) re-inspections were completed to ensure 100% compliance was obtained from October 1 to December 31.</p> <p>Council has (125) fixed/mobile premises and (3) annual temporary food stall premises licenced under the Food Act 2006.</p>	
		EH2	<p><i>Undertake regulatory responsibilities under Burdekin Shire Local Laws and Subordinate Local Laws - Rental Accommodation, Caravan Parks, Camping.</i></p> <ol style="list-style-type: none"> <li><i>1. Processing and issuing new approvals.</i></li> <li><i>2. Rate searches health inspections (Pre-purchase)</i></li> <li><i>3. Regular annual inspections.</i></li> <li><i>4. Risk-based enforcement action to achieve compliance.</i></li> <li><i>5. Annual renewal of approvals.</i></li> </ol>	<p>Processing and issuing new licenses within 20 working days of receipt.</p> <p>Each licenced premises inspected at least once annually. Non-compliance issues identified and addressed.</p> <p>Enforcement as per risk matrix to achieve compliance.</p> <p>Annual renewal of approvals - Licences issued with four (4) weeks of payment. Renewal notices for next financial year sent by 31 May 2025.</p>	Coordinator Public Health and Environment	<p>Zero (0) annual inspections were conducted from October 1 to December 31.</p> <p>Zero (0) Re-inspections were conducted from October 1 to December 31.</p> <p>Currently (21) approvals for Accommodation and Caravan Parks, and renewal notices are to be sent in May.</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.1	Deliver regulatory and advisory programs.	EH3	<i>Deliver Food Safety education and awareness activities to the community.</i>	<p>Relevant information maintained on website - reviewed and updated twice annually.</p> <p>Two food safety training sessions conducted annually.</p> <p>Two or more food-related media activities (newsletter/media release/social media post).</p> <p>Participation in environmental health events e.g. Clean Up Day, Food Safety Week, Plastic Free July.</p>	Coordinator Public Health and Environment	<p>Website content was reviewed and updated as required.</p> <p>Food safety training is to be conducted in February 2025.</p> <p>Two media releases for Selling food without license and Food Safety Week awareness were done.</p> <p>Two (2) displays were undertaken at Libraries and the Customer Centre for National Asbestos Awareness Week and Food Safety Week in November.</p>	●
		EH4	<i>Conduct water quality testing of drinking water (on a fee for service basis) and public swimming pools.</i>	<p>Testing of private drinking water supplies completed within agreed timeframes.</p> <p>Monthly testing of water quality at Council swimming pools.</p>	Coordinator Public Health and Environment	<p>Monthly water testing for all three Council swimming pools was carried out in October and November. (1) Water testing CRM was received and completed between October 1 to December 31.</p>	●
1.2.2	Facilitate partnerships to improve community safety and wellbeing, including crime prevention initiatives.	EH5	<i>Investigate nuisance complaints under State legislation (e.g. public health, environmental protection) and Local Laws.</i>	80% of requests responded to within adopted timeframes.	Coordinator Public Health and Environment	(46) complaints received from October 1 to December 31. 80% of CRMs completed within target or open within target.	●
		VM2	<i>Investigate nuisance complaints under State legislation (Biosecurity Act 2014) and Local Laws.</i>	80% of requests responded to within adopted timeframes.	Coordinator Public Health and Environment	(32) CRM's were received and 100% resolved on time.	●

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.3	Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness, response, and recovery to reduce the impact of disaster events.	LDMG1	<i>Local Disaster Management Plan and Sub-Plans are reviewed and updated annually.</i>	100% of plans and sub-plans reviewed.	Local Disaster Coordinator	<p>The Burdekin Local Disaster Management Group endorsed the reviewed and updated 2024 Burdekin Local Disaster Management Plan and Sub Plans in October 2024.</p> <p>The plans were subsequently adopted at the Burdekin Shire Council Meeting on Tuesday 12 November 2024.</p> <p>All plans have now been updated and added to the Burdekin Shire Council website for public display.</p>	●
		LDMG2	<i>Approve and manage all local Burdekin State Emergency Services operations including material and associated costs relating to all State Emergency Services buildings and plant.</i>	<p>Report on State Emergency Services funding opportunities and grant applications.</p> <p>SES operations delivered in accordance with adopted budget.</p>	Local Disaster Coordinator	<p>Pacific Blue Community Benefit Fund Program grant items have all been received by SES, except for the battery operated blower.</p> <p>The Burdekin SES is currently applying through the SES Support Grant, funded by the Queensland Government and provides financial assistance to Local Governments for the allocation of resources to SES Groups.</p> <p>The Burdekin SES is currently applying for a new caravan to serve as a base station for search and rescue missions within the Burdekin region and its surrounding areas. This grant has closed but is yet to be finalised.</p>	●

Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.3	Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness, response, and recovery to reduce the impact of disaster events.	LDMG3	<i>Facilitate community education and promote disaster readiness in the Burdekin Shire with a focus on building resilience and risk awareness.</i>	Facilitation of and report on a minimum of three (3) Community Engagement Activities per year.	Disaster Management Officer	<p>Disaster Management and Emergency Services – Get Ready Burdekin stand at the Ayr and Home Hill Libraries and Council Foyer during October 2024.</p> <p>Free entry into the generator competition closed on 1st November 2024 with winners notified.</p> <p>All Transfer Station Officers were provided with new Wide Brim Hats and Badges promoting “Get Ready” and “Act Now”. All front-facing employees at the Customer Service Centre and the Libraries have been issued badges promoting awareness.</p> <p>Disaster Management Packs are available from Customer Service. Emergency Action Guides and magnets have been provided to local Real Estate Agents for new residents.</p> <p>Name the Burdekin Shire Council Disaster Management Mascot Competition – 131 entries received, and the winner was announced in early December 2024 with St Colemans Catholic School in Home Hill winning the \$1000 worth of school resources with the name – Prepared Pete.</p> <p>Ran a promotional month-long advertising campaign in the Burdekin</p>	



Objective: 1.2 A safe and resilient community							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.2.3	Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness, response, and recovery to reduce the impact of disaster events.	NR1	<i>Undertake public safety activities including traditional burning activities to rehabilitate and restore Council owned land.</i>	Attend meetings hosted by local and regional QFES.  Undertake preventative measures as proposed in the Burdekin Bushfire Risk Mitigation Plan.  Coordinate with different stakeholders and Council departments to mitigate the risk on identified Council properties.	Coordinator Environment and Health Projects	No hazard reduction burns were carried out this quarter due to wet weather.  The next QFES meeting is scheduled for February 2025.	
Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.1	Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.	TOU1	<i>Continue membership of Townsville Enterprise Ltd. and host industry forums/workshops to encourage development of tourism product.</i>	Increased presence in regional and national tourism promotion and marketing.  Maintain existing visitor numbers to the Visitor Information Centres.	Tourism Officer	Conducted a one-on-one meeting with local tourism operator to discuss opportunities, development and Council support. Worked with the Marketing Coordinator at Townsville Enterprise for Burdekin's editorial in the new Townsville North Queensland Visitor Guide. The Mayor and Eliza attended: Destination 2045: Qld's Tourism Future - Regional Consultation Workshop with Hon. Andrew Powell MP Minister for the Environment and Tourism and Minister of Science and Innovation. Continuation of EDM newsletter with Burdekin Tourism Members.	





**Objective: 1.3 Celebrate our unique identity**

Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.1	Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.	TOU2	<i>Provide support to the Visitor Information Centres in Ayr and Home Hill.</i>	Maintain existing visitor numbers to the Visitor Information Centres. Analyse Visitor Information Centre Data to identify where visitors are travelling from prior to visiting the Burdekin to assist with marketing activities.  Maintain existing volunteers manning the Visitor Information Centres.  Six volunteer familiarisations/ workshops conducted.	Tourism Officer	Hosted the annual Tourism Volunteers Christmas Party in December. Visitor Information Centre statistics: October – December 2024: Ayr 1073 visitors / Home Hill 1070 visitors.	
		TOU3	<i>Participate in Economic Development/Tourism Expos.</i>	Attend three expos and distribute a minimum of 100 information packs at each event.	Tourism Officer	No progress to report.	



Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.1	Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.	TOU4	<i>Promote the Burdekin as a business and lifestyle destination. Source and develop new advertising opportunities to market Burdekin tourism and lifestyle e.g. Qld Country Week, RegionsQ.</i>	Four promotional opportunities identified and pursued annually.	Tourism Officer	Provided editorial content to Burdekin Shire Council's Coordinator Environment and Health Projects for an advertisement in Caravanning Australia.	●
		CP1	<i>Promote the Council-owned caravan parks in local, state and national outlets and publications.</i>	Four promotional activities undertaken.  Updated website developed.	Coordinator Environment and Health Projects	<p>An updated advert was prepared with a change of phone number for Home Hill Caravan Park.</p> <p>An updated advert was provided for the Caravanning Qld directory.</p> <p>Staff reviewed and updated information in the Australian Tourism Data Warehouse.</p> <p>A paid advert was inserted into Caravanning Australia to advertise the new contact for the Home Hill Caravan Park.</p> <p>Google information for the Home Hill Caravan Park was updated with a new phone number.</p> <p>The website for the Home Hill Caravan Park has been launched. Staff were in the final stages of enabling online bookings. This should be completed in January 2025. Council's old website links to the new website now.</p>	●




Objective: 1.3 Celebrate our unique identity							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.2	Support and encourage creative and cultural activities and initiatives that enhance the community identity through the Arts and Cultural Strategy.	CV2	<i>Undertake a review of the Arts &amp; Culture Strategy and identify key initiatives that can be actioned.</i>	Report on Arts and Cultural matters at regular Community Sporting and Cultural Advisory Group (CSCAG) meetings.	Manager Community Services	The first Community, Sporting and Cultural Advisory Group was held on 21 November 2024. A copy of the Arts and Cultural Strategy was sent to CSCAG Members following the first meeting for review and subsequent discussion at the February 2025 meeting. A presentation will be delivered to Council Workshop during Q3 providing Strategy overview and highlighting key initiatives/priorities that can be actioned.	
		CD5	<i>Implement, monitor and report on key initiatives of the Arts and Cultural Strategy.</i>	Report on key initiatives of Arts and Cultural Strategy to Council (six monthly).	Manager Community Services	The first meeting of the Community, Sporting and Cultural Advisory Group was held on 21 November 2024. The second meeting scheduled for 13 February will undertake a review the Arts and Cultural Strategy and identify key priorities still to be undertaken. A report of key findings will be delivered to Council during Q4.	


Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.3	Communicate our story and recognise the achievements of our community members.	MC01	<i>Develop and issue media releases including posting releases to Council website and social media platforms informing the community on Council activities.</i>	30 Media Releases per quarter.	Media and Communications Officer	Council issued 29 media releases this quarter, just falling short of the targeted goal. However, we have continued to keep the community well-informed through regular and timely updates.	
		MC02	<i>Provide support to Mayor, Councillors and Officers in responding to media enquiries.</i>	Factual and positive coverage of Council issues. 90% response rate provided within 2 business days of enquiry.	Media and Communications Officer	Media releases were issued on major initiatives and projects, alongside social media updates, ensuring factual and positive coverage of Council matters. A 90% response rate was achieved, with enquiries from media outlets being addressed within two business days.	
		CD6	<i>Conduct Australia Day Awards Ceremony January 2025.</i>	EOI Nominations for award recipients September 2024. Conduct Australia Day Awards Ceremony January 2025.	Manager Community Services	Australia Day Nominations closed on 4 December. More than 35 applications were received across 8 categories. Judging occurred 19 December with winners to be announced at the Australia Day Ceremony at Burdekin Theatre on 26 January 2025.	
1.3.4	Facilitate events for the community.	TOU5	<i>Plan and deliver the biennial 2025 'Sweet Days Hot Nights Festival', including associated events, as a destination event for the Burdekin.</i>	Event plan developed and delivered.  5% increase in level of external visitation to the event.  80% positive feedback from sponsors.	Tourism Officer	Continued planning the festival with internal working group of Council staff. Secured sponsorship agreements for festival with total sponsorship amount (cash and in-kind) higher than 2023 festival.	

Objective: 1.3 Celebrate our unique identity							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.3.4	Facilitate events for the community.	CD7	<i>Facilitate targeted community events, activities and programs that foster a vibrant community and improve health and wellbeing.</i>	<p>Facilitate community events within agreed timeframes and budget.</p> <p>Conduct minimum of one targeted event annually in each of the following categories: youth, seniors, families, and community development.</p>	Manager Community Services	<p>The Community Bendigo Bank Home Hill and Ayr Christmas Carols was held on Sunday, 8 December at Watson's Green, Home Hill with performances by special guest Rene Le Feuvre and other local performers. There were approx. 1500-2000 people in attendance including 9 food and drink stallholders. There was free face painting, photo booth, visit from Santa and a fireworks display to finish the event.</p> <p>The Connect and Celebrate event was held during QLD Mental Health Week on Saturday, 12 October at the Burdekin Theatre Forecourt. There were approx. 100 people in attendance and 12 stallholders including local health, wellness and arts and craft stalls.</p> <p>The Seniors Expo &amp; Luncheon was held at the Burdekin Memorial Hall on Wednesday, 16 October. There were a record number of attendees with 170 tickets sold and 20 stallholders.</p> <p>The lighting of the new Christmas Trees was held in Ayr on Sunday, 1 December and in Home Hill on Monday, 2 December. The Lights, Camera, Christmas event also offered free Santa photos taken by a professional photographer.</p>	●


Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.4.2	Support community organisations and events.	CG1	<i>Coordinate RADF (Regional Arts Development Funding) Program.</i>	Ensure RADF funding supports local artists and arts and cultural activities, provides opportunities for participation in cultural and arts activities and contributes towards achieving Arts and Cultural Strategy objectives.	Grants and Property Officer	During the period, the first round of 2024-25 RADF funding was conducted with nine applications approved totalling \$31,484.	●
		CD8	<i>Manage the Community Assistance Grants Program.</i>	Review Community Grants Guidelines.  Conduct Grant Rounds 2024/25 Reports to Council on number of events/organisations supported and amount of financial and in-kind resources provided.	Manager Community Services	Community organisations were invited to submit applications for Round 2 of Community Grants Program with applications open from 1 to 14 October. Seven (7) applications were received and successful applicants included - Millaroo Social Club, Ayr Golf Club, East Ayr State School P&C, Clare State School P&C, Burdekin Chamber of Commerce, Sweet FM Radio and Rotary Club of Ayr.	●
1.4.3	Support sporting organisations in providing opportunities for physical activity.	CG2	<i>Administer Council's Revenue Financial Assistance Program (Interest Free Loans).</i>	Appropriate support provided to applicants.  Funds allocated in accordance with Council Policy.  Acquittals received and processed in a timely manner.	Grants and Property Officer	No applications were received under the Revenue Financial Assistance Program during the period.	●




Objective: 1.4 Strong community organisations							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.4.4	Implement the 10 Year Sport and Recreation Plan.	CD9	Implement the revised Burdekin Shire 5-year Sport and Recreation Plan	Provide quarterly progress reports on planned initiatives to Council.	Manager Community Services	Community Consultation was sought on Burdekin Sport and Recreation Plan 2025-2030. Five (5) individuals provided feedback, and all relevant feedback was incorporated into the document. Council endorsed the plan and the final version was published to Burdekin Shire Council website in December 2024.	●
Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.1	Encourage active communities through provision and maintenance of recreational spaces.	SP1	Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Council pools.	<p>Customer satisfaction. Positive feedback from users of the facilities.</p> <p>Facilities are maintained in accordance with the contract specifications.</p> <p>Biannual site inspections.</p> <p>Maintenance items addressed as identified.</p> <p>Annual review of water park operations and maintenance.</p>	Coordinator Environment and Health Projects	<p>All pools operated during the quarter.</p> <p>No compliments were received.</p> <p>Ongoing maintenance and upgrades are continuing at the Clare Pool.</p> <p>Regular and preventative maintenance was undertaken.</p> <p>A new shade structure was installed at the kiosk at the Burdekin Aquatic Centre.</p> <p>Council awarded the contract for the management of the Burdekin Aquatic Centre and the new contractor commenced in December 2024.</p>	●

Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.2	Provide safe, attractive, accessible, and functional community spaces and facilities.	CG3	<i>Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.</i>	Council tenure arrangements managed in a timely matter. Quarterly reporting regarding finalised tenure matters.	Director Corporate and Community Services; Governance and Property Officer	Nine lease/agreement renewals were being processed during this quarter and an additional three renewals have been completed. There are currently six new lease agreements being processed and there were zero leases/agreements surrendered during the Q2 period.	
		L03	<i>Develop a Library Technology Plan to ensure the public and staff have access to appropriate technology to operate a modern and responsive library service.</i>  <i>Library Strategic Plan 3.1</i>	Plan completed and approved by Manager Community Services and Manager Client Services	Library Services Manager	Library Technology Plan in progress identifying Radio Frequency Identification System (RFID) implementation as priority to allow accountability and security of library resources, as well as increasing staff efficiency. RFID will be proposed in the 25/26 Capital Budget. A computer booking system has been purchased using State Library funding which will be installed during Q3. The system will allow more equitable public access to computers.	
		CV3	<i>Plan for the Burdekin Theatre Promenade Project through engagement with stakeholders and development of detailed designs.</i>	Preliminary plan reviewed and update completed; relevant stakeholders engaged. Negotiations regarding tenure finalised. Detailed designs developed.	Director Corporate and Community Services; Manager Community Services	Manager Community Services (MCS) established contact with Australia Post representative to commence negotiations. MCS developed a comprehensive proposal - Burdekin Theatre Precinct Proposal, which will be used to inform Council and Stakeholders. Proposed project is currently being costed, and a presentation will be delivered to Council Workshop during Q3.	

Objective: 1.5 Engaging public spaces							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.2	Provide safe, attractive, accessible, and functional community spaces and facilities.	CV4	<i>Undertake a review of the Ayr Showgrounds Master Plan to identify outstanding projects.</i>	Report on review of Ayr Showgrounds Master Plan and future directions to Council .	Manager Community Services	There has been no further action on review of the Ayr Showgrounds Masterplan. The Masterplan will be reviewed and workshopped by the new Community, Sporting and Cultural Advisory Group and a presentation will be delivered to Council Workshop during Q4. Showgrounds Hall Refurbishment Project was on hold due to cost escalations. Presentation and site visit was conducted with Council during October, and as a result a revised scope will be established with a staged approach to the project. Building Department is currently sourcing project quotations. The multi-Purpose Hall was hired to Burdekin Singers and Theatre Company for set up of staging and rehearsals for 2025 musical "Back to the 80's.	



Objective: 1.5 Engaging public spaces							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.2	Provide safe, attractive, accessible, and functional community spaces and facilities.	CV5	<i>Annual consultation and survey of local user groups (Hirers) to understand customer expectations/satisfaction to ensure Cultural Venues remain relevant into the future.</i>	<p>Annual meetings with local hirers completed.</p> <p>Number of surveys completed.</p> <p>Report on findings delivered to Council.</p>	Cultural Venues Manager	<p>A total of nine hirer surveys were received during the Q2 period which produced an overall performance-based score of 4.6/5. Individual scores for each performance-based question included:</p> <p>Facilities: 4.7/5</p> <p>Staff: 4.8/5</p> <p>Technical Services: 4.7/5</p> <p>Marketing 3.75/5</p> <p>Ticketing/Box Office Services 5/5</p> <p>The Cultural Venues Manager undertook face to face meetings with individual local user groups (Hirers) i.e., Verve, Rhythm Edge Dance, Burdekin Singers and Burdekin Junior Eisteddfod to gauge venue and staff performance during their 2024 events. Hirers were very satisfied with all aspects and welcomed the future upgrade of Burdekin Theatre Changerooms and main stage refurbishment. Hirers reported internet access issues in Foyer and Auditorium which will be addressed during Q3.</p>	

Objective: 1.5 Engaging public spaces							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
1.5.2	Provide safe, attractive, accessible, and functional community spaces and facilities.	PG1	<i>Ensure operational responsiveness and departmental performance of the parks and gardens team aligns with Council's Customer Service Charter and agreed service timeframes..</i>	Quarterly analysis of compliments versus formal complaints received with a target of 8:1 compliments to complaints.  90% or more of customer requests completed within target timeframes.	Parks Coordinator	9 Compliments received in the monitoring period with zero corresponding complaints. YTD total of 14 compliments received for Operational responsiveness.  Total of 128 customer requests 98% customer service completion rate within target timeframes YTD.	
		PD4	<i>Manage existing service contracts for Council facilities and implement facilities management strategies that will ensure effective and efficient planning and coordination of all relevant building maintenance activities.</i>	Transition Council's asbestos register for Council owned buildings to Skytrust. Implementation of new building condition assessment software and tools, including training to relevant staff.  All asbestos and building condition inspection and reports completed using new software programs.	Manager Planning and Development	The transition of Council's asbestos register for Council owned buildings to Skytrust remains underway.  As the commencement of the new CIA software for Asset Management - Building Condition assessments has not occurred as yet, manual condition assessments of Council owned buildings continue.	
		CP2	<i>Administer the management contracts for Home Hill Caravan Park and the Burdekin Cascades Caravan Park (BCCP).</i>	Customer satisfaction.  Maintaining both caravan parks to optimise customer satisfaction and occupancy levels.  Liaison with BCCP Managers to facilitate dynamic pricing arrangement.	Coordinator Environment and Health Projects	Both Parks regularly receive 5-star reviews on the Caravan Park sites in Google Business.  All maintenance issues reported by the site managers were completed.  Council staff worked with the site managers and the caravan park residents to ensure a smooth transition occurs during the required	



# Prosperous Economy

We build upon our strong agricultural base and encourage opportunities that strengthen a thriving and resilient community.

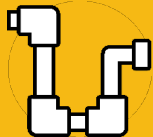
## Objective: 2.1 Diverse and innovative industry

Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.1.1	Position the Burdekin as regional leaders in agriculture, aquaculture, manufacturing, and other agribusiness activities.	ED01	<i>Facilitate meetings of the Economic Development Advisory Group and implement agreed recommendations as endorsed by Council.</i>	Minutes presented to Council. Number of actions implemented.	Economic Development Coordinator	Economic Development Advisory Group meetings held on 14/10/2024 and 28/11/2024.	●
2.1.2	Facilitate the provision of information to encourage a digitally connected community.	ED02	<i>Support initiatives and facilitate programs that build capacity of local businesses to better utilise digital technology.</i>	10% increase annually in business attendance at digital information and/or training workshops.	Economic Development Coordinator	Information on digital technology programs promoted to local businesses via EDMs and on social media. Conducted survey via social media to identify areas of the shire that experience poor mobile reception. Area of concern submitted to Mobile Black Spot Program - Round 8 Project Noticeboard.	●
		PD5	<i>Investigate the introduction of online services and platforms for development assessment and the availability of online information to accelerate the development assessment process and delivery of approvals and improve the customer journey.</i>	Research suitable software, online services and platforms for planning and development matters. Present business case to ICT steering committee.	Manager Planning and Development	Final research and discussions now complete. Business case to be prepared and funding sought as part of RBUD2 or OBUD 2025/2026 considerations.	●

Objective: 2.1 Diverse and innovative industry							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.1.3	Promote opportunities and initiatives that encourage business to invest in research and diversification.	ED03	<i>Promote funding opportunities available to businesses for research and development.</i>	100% of funding opportunities identified and appropriate businesses advised through EDM distribution.	Economic Development Coordinator	Promoted all funding opportunities identified through EDM to relevant databases and via social media. Also promoted opportunities direct to sectors/businesses as appropriate. Met with 2 businesses seeking grant assistance and 5 businesses expanding in the district.	●
2.1.4	Encourage business establishment, development, and expansion.	ED04	<i>Market and promote the Burdekin Shire, including opportunities at the Ayr Industrial Estate, to potential developers/investors.</i>	6 marketing and promotional activities undertaken.	Economic Development Coordinator	Ayr Industrial Estate expansion tenders reviewed and considered by Council. Updated valuation obtained. Met with 1 business interested in purchasing land and provided development information to 3 other businesses. Marketing Campaign ready to be implemented in 1st quarter 2025.	●
2.1.5	Support and encourage the development of tourism through implementation of the <i>Burdekin Tourism Strategy</i> .	TOU6	<i>Continue to implement projects and activities outlined in the Burdekin Tourism Strategy.</i>	100% of selected activities completed within agreed timeframes.	Tourism Officer	Sent out applications to local event organisers to be a part of the 2025 Destination Events Calendar. Continued to implement initiatives and actions in the strategy.	●
		TOU7	<i>Seek to identify funding to update the Burdekin Tourism Strategy.</i>	Funding identified. Application successfully lodged.	Tourism Officer	Investigating funding opportunities to update current Tourism Strategy.	●

Objective: 2.2 Strong networks							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.2.1	Support business and industry networks.	ED05	<i>In collaboration with Smart Precinct NQ and the Queensland Small Business Commissioner's Small Business Friendly (SBF) Program, identify, promote and implement activities and initiatives to encourage development and expansion of existing businesses and support and encourage new and establishing small businesses.</i>	2% annual increase in attendance numbers at industry breakfasts and mentoring sessions.  Number of other activities undertaken.	Economic Development Coordinator	Industry breakfast held on 27 November 2024. Presentations by Jet Zero Australia and Burdekin Shire Council CEO. Attended by 70 people. Small business mentoring sessions held on 27 November 2024 with 4 businesses. Attended SPNQ AGM. Met with 6 proponents seeking support to establish/expand new industries/businesses in the district. Conducted CBD Community Consultation as part of the Activating our CBDs campaign in Ayr and Home Hill. Feedback reviewed by Council.	●
2.2.2	Advocate for local and regional needs through lobbying and partnerships.	ED06	<i>Collaborate with State and Federal Government Departments and with Townsville Enterprise Ltd. (TEL) to identify, promote and implement economic development opportunities for the Burdekin region.</i>	Two collaborative initiatives conducted annually. TEL service level agreement activities delivered.	Economic Development Coordinator	Developed advocacy documents for priority projects. Met with Department of Agriculture and Fisheries to promote opportunities.	●




Objective: 2.3 Investment growth and opportunities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.3.1	Implement actions from the Burdekin Shire Economic Development Strategy.	ED07	<i>Implement actions identified in the Burdekin Economic Development Strategy.</i>	Number of action items completed within agreed timeframes.	Economic Development Coordinator	Met with 5 companies who are interested in progressing/expanding businesses in the district. Provided relevant planning and development information to proponent for potential project. Held 2 Economic Development Advisory Group meetings. Commenced investigations into a Country University Centre for the Burdekin to support the education and training needs of the district.	●
2.3.2	Support, facilitate and promote potential synergies with agribusiness including bio-futures, technology, and innovation.	ED08	<i>Encourage and support individuals and businesses to better participate in regional economic development initiatives.</i>	20 businesses showcased annually across four economic development activities.	Economic Development Coordinator	Met with local business that is progressing a biofutures project in the shire. 3 Burdekin female founders included in the first cohort of the Smart Precinct NQ Female Founders program. Attended Burdekin Aero Club monthly breakfast to meet with lessees about opportunities.	●
Objective: 2.4 Resilient adaptive business							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
2.4.2	Promote local employment and training opportunities.	ED09	<i>Encourage businesses and individuals to participate in activities to promote employment and training opportunities.</i>	One event delivered and two events attended annually.	Economic Development Coordinator	Commenced investigations and held working group meeting to establish a Country University Centre to support education and training in the district.	●



Objective: 3.1 Effective transport and drainage networks							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.1.2	Collaborate with State and Federal Governments to enhance the regional transport network.	TS1	<i>Investigate the cost vs benefit of upgrading Cussen and Halls Roads, Clare from graded roads to sealed roads.</i>	Report provided to Council by end of Q2 period 24/25.	Manager Technical Services	Investigations almost complete. Report prepared and will be presented to Council for consideration in Q3.	●
		TS2	<i>Complete Transport Infrastructure Development Scheme (TIDS) program in accordance with Roads and Transport Alliance requirements.</i>	100% of TIDS funding claimed by 30 June 2025 Prioritisation of construction projects to achieve 100% expenditure.	Manager Technical Services	Construction commenced. 85% expenditure achieved by 31 December.	●
		TS3	<i>Complete Roads to Recovery Program in accordance with Australian Government requirements.</i>	100% of Roads to Recovery funding claimed by 30 June 2025.	Manager Technical Services	Roads to Recovery projects programmed for completion prior to 30 June 2025.	●
		TS4	<i>Complete concept designs for culvert widening over existing channels in the Clare area.</i>	Concept designs and costings provided to Council for consideration by 31 March 2025.	Manager Technical Services	Consultants declined to proceed with investigations. Council officers will complete concepts and costings. Expected to commence in January.	●
		OPW1	<i>Achieve a satisfactory external audit of the Road Maintenance Performance Contract from the Department of Transport and Main Roads.</i>	95% compliance against Key Performance Indicators.	Manager Operations	Burdekin Shire Council was audited on 16 July 2024 assessing performance during the 2022 - 2024 RMPC period from January to June 2024. The results of all RMPC contractors in the Northern Region ranged from 91.1% to 100%. Burdekin SC achieved a score of 100%. The next audit is scheduled for January 2025.	●

Objective: 3.2 Sustainable water resources							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.2.1	Enhance water security and protect and improve water quality.	WW1	<i>Supply potable water in compliance with the approved Drinking Water Quality Management Plan (DWQMP).</i>	Maintain strict compliance with water quality testing matrix and continued implementation of agreed Drinking Water Quality Management Plan (DWQMP) Risk Reduction Strategies.	Manager Water and Wastewater	All water quality verification testing has been conducted in line with agreed DWQMP. DWQMP is currently under review.	●
3.2.2	Improve water and sewerage network reliability and efficiency through planned infrastructure renewals and upgrades.	WW2	<i>Ensure operational responsiveness and departmental performance of the Water Wastewater team aligns with Council's Customer Service Charter and agreed service timeframes.</i>	Quarterly analysis of compliments versus formal complaints received with a target of 5:1 compliments to complaints.  90% or more of customer requests completed within target timeframes.	Manager Water and Wastewater	No complaints. 99% of customer requests lodged have been closed out within agreed customer service timeframes.	●
		WW3	<i>Superintendency, oversight and contract management of the construction of the South Ayr Water Filtration Plant.</i>	Construction progress in line with Project Construction program and payment schedule.	Manager Water and Wastewater	Construction is progressing well with works extending to above ground infrastructure. Fortnightly progress meetings enable Council to have ongoing oversight. External Project Superintendency engagement tender submissions are currently under review.	●



Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.3.1	Implement the Asset Management Strategy and Roadmap.	TS5	<i>Complete asset inspections in accordance with inspection program.</i>	60% of asset inspection program completed by 31 March 2025	Manager Technical Services	Inspection program review to be completed in February. Contractor engaged to carry out stormwater drainage inspections in Q3. 60% of remaining assets to be inspected by 31 March 2025.	
		TS6	<i>Complete asset capitalisations in a timely manner.</i>	60% of projects capitalised within three (3) months after financial completion.	Manager Technical Services	57% of projects capitalised within 3 months of financial completion.	
		TS7	<i>Complete asset revaluations.</i>	Revaluations to be completed by independent valuers and Council officers by 30 April 2025.	Manager Technical Services	Planning commenced for revaluations to be completed by April 2025	

Objective: 3.3 Vibrant community assets							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.3.1	Implement the Asset Management Strategy and Roadmap.	TS8	<i>Completion of assigned Asset Management Roadmap tasks.</i>	Review roadmap and complete actions identified for completion in 2024/2025.	Director Infrastructure, Planning and Environmental Services	Mobility implementation deferred and to recommence in the third quarter. Request for Quotations for consultants to assist in review of Asset Management Plans to close in January 2025.	●
3.3.2	Plan, build and maintain infrastructure that enhances and extends the life of community assets.	OPW2	<i>Implement Annual Works Program as adopted within the financial year considering revisions required to accommodate externally funded projects and/or natural disasters.</i>	85% of Works completed at end of financial year, including dollar value.	Manager Operations	49% of Roadworks and Drainage capital construction projects completed by 31 December 2024	●
		TS9	<i>Undertake detailed designs of 2025/2026 reseals.</i>	90% of detailed designs for reseal program 2025/2026 completed by 30 June 2025.	Manager Technical Services	Reseal program currently under review with detailed designs to commence in June 2025.	●
3.3.3	Develop and implement strategic infrastructure plans to inform the decision-making process when planning for future infrastructure renewal and enhancements.	TS10	<i>Develop and monitor annual capital delivery program.</i>	Monitor program in Capital PCG and number of monthly meetings to track progress.	Director Infrastructure, Planning and Environmental Services.	PCG meetings held with all responsible officers. Five meetings held to 31 December 2024.	●
		TS11	<i>Develop 5 and 10 year roadworks and drainage capital works program.</i>	Programs adopted by Council.	Manager Technical Services	Final programs planned for adoption during budget process. Planning for projects ongoing throughout year and predominantly based on current inspections, asset management data and new prioritised projects.	●
		TS12	<i>Complete Development Standards and Specifications for Infrastructure.</i>	Complete Development Manual and implement for development applications.	Manager Technical Services	Development Manual production ongoing. Draft provided for Officer review and Councillor consultation deferred until May 2025	●

Objective: 3.4 Well-planned communities							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
3.4.1	Support strategic projects that will contribute to liveability and economic growth in the Burdekin.	PD6	<i>Prepare for residential growth through the development of a masterplan.</i>	Identification of key planning and development priorities for the region including the delivery of suitably located and serviced residential land.  Identify and apply for funding opportunities to enact the initiatives for the development of a Master Plan for Housing.	Manager Planning and Development	Still awaiting outcome of second funding application made to State Government.	●
		PD7	<i>Prepare a new Local Government Infrastructure Plan (LGIP) that supports the revised Planning Scheme 2022.</i>	100% compliance with ministerial guidelines and rules for review of LGIP.	Manager Planning and Development	Preparation of new LGIP 65% complete.	●
		CG4	<i>Coordinate and project manage Council's external funding applications.</i>	100% of applications for identified grant opportunities submitted on time.  100% of acquittals submitted accurately and on time.	Director Corporate and Community Services; Grants and Property Officer	During the period, six external funding applications for identified grant opportunities were submitted on time. Advice was received that six previously submitted applications were successful. Eight grant acquittals were submitted in the quarter in the required timeframes.	●
3.4.2	Review land supply and uses to meet community and business needs	PD8	<i>Examine options for Home Hill industrial land development.</i>	Study commissioned by end of Q2 period. Report presented to Council by end of Q4 period.	Manager Planning and Development	A high level assessment of the available land and feasibility is planned to be completed in Q3 utilising internal resources rather than external contractors/consultants.	●





# Sustainable Environment

We value and respect our natural and built environments and work towards balanced and improved outcomes for our community.


## Objective: 4.1 A sustainable and healthy environment



Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.1.2	Improve environmental sustainability outcomes through consultation, collaboration, and partnerships with key stakeholder groups.	EH6	<i>Provide Environmental and Health advice/input/audit for relevant Development Applications.</i>	Provide timely environmental and health support assessments and conditions to planning applications.	Coordinator Public Health and Environment	Seven (7) applications were supported by staff and conditions were provided to the Planning Department during this quarter.	●
		EH7	<i>Increase community awareness regarding the environment.</i>	Successfully undertake the following projects:  1. Litter Education Awareness Programs; and  2. Education on Wheels.  Liaise with relevant stakeholders to achieve the project outcomes.	Coordinator Public Health and Environment	The litter awareness program was promoted in schools and an audit was undertaken. No interest was shown from schools to participate in the program, so the project has been incorporated into the Education Trailer.  The "Education on Wheels" program is going well and receiving a good response from the community. Four community awareness sessions were conducted and more than (150) children participated in the virtual reef experience.	●
4.1.3	Develop and implement strategies to align Council activities with Australia's carbon emissions reduction target.	EH8	<i>Implement the recommendations from the 2024 Energy Audit Report in a bid to reduce electricity consumption and costs at Council Facilities.</i>	Amendments to tariffs as per report recommendations.  Installation of solar as per report recommendations.	Director Corporate and Community Services; Manager Environment and Health	A purchase order has been sent to an energy consultant to assist with finalising the specification for tender to install solar systems at the: 1) Ayr Showground 2) Burdekin Memorial Hall 3) Home Hill Reservoir, and 4) Burdekin Theatre.	●

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.1	Maintain the balance between positive environmental outcomes and ongoing development.	PD9	<i>Undertake a review of Burdekin Shire Council Planning Scheme December 2022 and implement any amendments in accordance with the required processes.</i>	Complete review and report on any changes required.	Manager Planning and Development	Planning consultant appointed in December 2024 to assist Council with completing the review and response to State. Planning solicitor completed their legal review.	
4.2.2	Promote and support community education programs that contribute to improved environmental and community outcomes.	VM3	<i>Deliver vector management public education and community awareness activities.</i>	Provision of appropriate information via website and other media channels.  Information reviewed and updated on website six monthly.  One media release produced at wet season onset.  Support for Wolbachia mosquito release project in Burdekin Shire.	Coordinator Public Health and Environment	Two (2) social media awareness postings were completed in October and November. Website information was reviewed and updated as required.  Woolbachia release project was put on hold by Queensland Health.	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.2	Promote and support community education programs that contribute to improved environmental and community outcomes.	WM1	<i>Deliver Waste education and awareness activities to the community.</i>	<p>Relevant information maintained on website - reviewed and updated twice annually.</p> <p>Participation in waste events e.g. National Recycling Week.</p> <p>Waste Education via social media, digital media platforms and print media.</p> <p>Deliver School Education talks and programs.</p>	Coordinator Waste Services	<p>Containers for Change partnership commenced in October. Beverage Baskets and Channels were installed in Council's parks and public spaces promoting recycling.</p> <p>During National Recycling Week in September, conducted visit to local daycare centres to present a recycling talk to kindergarten-aged children.</p> <p>Hosted community garage sale at the Ayr Showgrounds over (2) weekends 9-10 and 16-17 November. The event was well supported with over (35) stalls registering.</p> <p>"Get Ready Burdekin" Free Waste Disposal Day held on 1 December. Heavy rain affected public participation.</p>	●

**Objective: 4.2 Balanced environmental outcomes**


Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.3	Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas	EH9	<i>Maintain Council's status as a Reef Guardian Council by ensuring the Reef Guardian Grant is implemented and monitored.</i>	Progress report delivered. Community event held. Ensure grant milestones are met.	Coordinator Public Health and Environment	Second milestone report submitted for the Reef Guardian Activating Action Plan grant in December. Project 1. The Weedoo boat registered and WH&S documentation with risk analysis was completed. Landholders' agreements were signed. On-ground work to start from 28 January 2025. Project 2. Removal of Woody Weed using specialised techniques by the contractor continues. Fifty (50) days of work completed with the last round due to cover (45)Ha making a project total of approximately (142) Ha. Project 3. Rita Island and Majors Creek Feral Deer. Baseline survey completed by DAF reporting a median value of - (3590) on Rita Island and (460) at Majors Creek. Rita Island -on-ground activities by the contractor. (174) deer culled. Three (3) Aerial shoots were conducted- (653) deer culled. Landholder report of private culling- (1306) deer culled. Woodstock/Majors Creek - (2) aerial shoots (97) deer, and (15) pigs culled. Project 4. School holiday community awareness sessions held at library with over 150 children participating.	


Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.3	Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas	EH10	<i>Undertake works identified in the Dune Management Strategy.</i>	Liaise with other environmental groups and organisations to plan and undertake work within the dune systems.	Coordinator Environment and Health Projects	The draft report regarding the dune erosion at Alva and Wunjunga beaches was provided and is currently being reviewed, before discussing with Council.  Funding opportunities for dune protection works have been explored.	
		NR2	<i>Undertake aquatic weed control in Riparian Management Agreement (RMA) participating waterways in shire.</i>  <i>Implement and manage the Reef Guardian Grant Project 1.</i>  <i>Monitor and maintain Biocontrol nursery.</i>	Issue Riparian Management Agreement invoices for the current financial year.  Aquatic weed under control to be maintained at low to medium scattered growth in participating waterways.  Implement and monitor Reef Guardian Grant Project 1 using Weedoo. Ensure project milestones are met.	Coordinator Public Health and Environment	Aquatic weed control is ongoing, and all eleven (11) lagoons are monitored regularly. Due to wet weather, most systems have had a flow and required minimum spraying to maintain a low infestation level. Due to the wet season, 35% of the lagoon area was inaccessible.  Boat Spray used - (5042)litres mixed chemical.  QuickSpray: (400)litres M/C applied.  Drone: Two treatments were carried out by the contractor. Data was recorded on ArcGIS on a tablet.  Biocontrol nursery is going well; one release at ironbark creek was undertaken.  Weevils were provided to Townsville and Hinchinbrook Shire Councils.  Project 1 - Weedoo Boat has been registered and appropriate WHS documentation was completed.	



Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.3	Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas	NR3	<p><i>Undertake pest plant and pest animal reduction activities including development of property biosecurity plans with landowners.</i></p> <p><i>Implement and manage the Reef Guardian Grant Project 2 and 3.</i></p>	<p>Pest plant and pest animal activities carried out as described in the Burdekin Shire Biosecurity Plan.</p> <p>Participation in QFPI Feral Pig Cluster Project and existing aerial shoot program.</p> <p>Inspection of property biosecurity plans biennially.</p> <p>Participation in other weed control projects with stakeholders.</p> <p>Inspect, landholder consultation, communication and coordinate with contractors to ensure Project milestones are met.</p>	Coordinator Public Health and Environment	<p>Roadside spraying was intermittent due to wet weather and the extra vector work required due to the rains. Four hundred (400) litres of mixed chemicals were used for roadside weed spraying.</p> <p>Grader Grass project with DAF - The next round of treatments is to be conducted in Jan and February. Injector gun neem-specific control undertaken at Mt Kelly &amp; other areas.</p> <p>QFPI/ BSC (5) aerial shoots were carried out this quarter; (427) pigs, (97) deer, (23) dogs, and pigs were removed.</p> <p>Eight (8) landholders participated in 1080 baiting which required 2.7 litres of concentrated 1080 solution, 90kg of Meat, 70kg of Grain, and 200 kg of Mangoes.</p>	●



Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.3	Protect and enhance the natural environment, partnering with organisations and the community to safeguard and improve environmentally sensitive areas	NR4	<i>Implement the Herbicide Subsidy Policy, Fox and Wild Dog Bounty Policy and Wild Dog Control Assistance Policy. Manage applications received under these policies.</i>	Applications administered within guidelines and agreed timeframes.  Percentage of budget expended.	Coordinator Public Health and Environment	<p>Twelve (12) landholders accessed the herbicide subsidy scheme.</p> <p>Five (5) landholders who participated in the Woody Weed removal project under the Reef Guardian Project also accessed the Herbicide subsidy policy to assist them in spraying the stumps once the weed was mechanically removed.</p> <p>Sixty-four (64) Dingo pelts were received for the Wild Dog Bounty.</p> <p>No applications for the Wild Dog Control Assistance Policy were received this quarter.</p>	●

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
		NR5	<i>Undertake surveillance, monitoring and community education in relation to new invasive pests as identified in Burdekin Shire Biosecurity Plan and legislation. Implement and monitor Reef Grant Project 4.</i>	<p>Ongoing surveillance of waterways completed.</p> <p>Inspections of each nursery and home nurseries.</p> <p>Liaise with and act on instruction from Biosecurity Queensland.</p> <p>Progress with Siam Weed Taskforce and Action Plan.</p> <p>One workshop and media release per annum.</p> <p>Pest of the quarter on social media.</p>	Coordinator Public Health and Environment	<p>Regular surveillance was carried out every month for waterways. No nursery inspections were carried out for this quarter. Regular surveillance was undertaken for Siam, Water Mimosa, Giant Rats Tail Grass, and Itch Grass. Siam Weed Taskforce - After surveillance, one round of treatment was carried out in November and the next round of treatment is planned for April.</p> <p>No Flying Fox dispersal activity was undertaken as per the code of practice as it has been breeding season. Regular surveys were completed monthly.</p> <p>One media release was completed- aquatic weeds specifying the difference between native and declared weeds and activities undertaken by Council under the RMA program.</p> <p>Pest of the quarter was submitted for media release in October.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.4	Actively encourage reduction, reuse, and recycling of waste to support sustainable waste management principles through the implementation of the North Queensland Waste and Resources Recovery Strategy 2020-2030.	WM2	<i>Continue participation in approved Local Government Illegal Dumping Partnership Grant Program.</i>	<p>Completion of grant milestone reports.</p> <p>Percentage of successful compliance outcomes (over 80% success).</p> <p>Development of educational materials and program.</p> <p>Liaise with regional partners to develop and implement a regional illegal dumping prevention strategy.</p>	Coordinator Waste Services	<p>Council's Illegal Dumping Officer attended a 4-day Essential Investigations training course hosted by the Queensland Government Authorised Training Engagement (QGATE) in November 2024.</p> <p>For the period, (20) illegal dumping reports were received. Of these (2) are still under investigation, meeting the required target.</p> <p>Ongoing monthly Illegal dumping reports have been submitted to DETSI and a 30-month milestone report was submitted in October 2024.</p> <p>The funded "Let's Get it Sorted Behaviour Change Intervention Scheme" cigarette butt littering project is underway. Council's Illegal Dumping Officer has identified hotspot areas frequented by smokers. Cigarette butt bins have been ordered and arrived in December 2024. Stickers for the bins have been designed.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.4	Actively encourage reduction, reuse, and recycling of waste to support sustainable waste management principles through the implementation of the North Queensland Waste and Resources Recovery Strategy 2020-2030.	WM3	<p><i>Implement Waste Management Services Contract including Collection Service Specification to ensure Contractor meets performance standards including:</i></p> <ul style="list-style-type: none"> <li>- <i>Delivery of new bin service.</i></li> <li>- <i>Number of missed services.</i></li> <li>- <i>Response to missed services.</i></li> <li>- <i>Bin repairs/replacements.</i></li> <li>- <i>Service complaints.</i></li> </ul>	<p>Achievement of standards listed in the collection service specification.</p> <p>CRM analysis of complaints and compliments received regarding kerbside collections.</p> <p>70% or more of customer requests actioned within agreed timeframes.</p>	Coordinator Waste Services	<p>Details of CRM's received in the period are as follows:</p> <p>(78) Bin repair requests due to damage/wear and tear (32) Bin replacement requests due to damage/wear and tear (12) Bin stolen reports, which were replaced (31) Change of Service Requests to upgrade or downgrade services outside the normal allocation (39) missed services - off these approximately 20% were the wrong day, an old style bin out for collection or a car blocking the bin</p> <p>Please note that the increase in broken/repaired/replaced bins and missed services is due to new drivers in training. Cleanaway pays for these repairs and replacements.</p> <p>(8) New Bin Services (6) Cancel Bin requests (9) Bin Audit investigations</p> <p>The requests were resolved within the required timeframe. We are now auditing any outstanding CRMs that have not been closed off as completed. These are sent to Cleanaway for follow-up.</p>	

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.4	Actively encourage reduction, reuse, and recycling of waste to support sustainable waste management principles through the implementation of the North Queensland Waste and Resources Recovery Strategy 2020-2030.	WM4	<i>Supervise waste management sites to ensure compliance with conditions of the Environmental Authority and improve performance for Kirknie Landfill and Ayr, Home Hill, Giru and Clare Transfer Stations.</i>	Full compliance with external audits conducted by Department of Environment and Science.  100% compliance with internal inspection and audit programme.	Coordinator Waste Services	A fire in the cell at Kirknie Landfill was reported immediately to DETSI on 30 October 2024 and a written report submitted on 1 November 2024. Council received written notification on 4 November 2024 that DETSI was satisfied with the information provided regarding the	●
		WM5	<i>Review of Council-generated waste inspection findings and implement a community sample recycling bin analysis.</i>	Review of previous kerb-side analysis to improve waste management practices and recycling across various Council work functions.  50 premises inspected within financial year. Reduction achieved in contamination rates in recycling bins.	Coordinator Waste Services	The "Let's Get it Sorted Behaviour Change Intervention Scheme" bin tagging project has been progressing slowly due to staff shortages. In November 2024 an Intervention plan report was due. This report outlined our objectives of the project and how Council planned to action the project focusing on key recycling behaviours we wanted to identify. The waste team is currently working on bin tagging proofs in accordance with the DETSI style guide. The bin tagging will be carried out in the cooler months of 2025.	●

Objective: 4.2 Balanced environmental outcomes							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
4.2.5	Promote the implementation of environmental best practice by Council, residents, and business.	WM6	<p><i>Continue environmental monitoring programs and commission report on treatment plans for legacy landfill sites:</i></p> <ul style="list-style-type: none"> <li>- Cromarty Landfill (groundwater and surface water);</li> <li>- Legacy Landfill Sites (groundwater);</li> <li>- Kirknie Landfill (groundwater, surface water and landfill gas);</li> <li>- Ayr and Home Hill Transfer Stations green waste runoff (surface water).</li> </ul>	<p>Complete monitoring and reporting as detailed in the monitoring program.</p> <p>Record and analyse monitoring data and revise monitoring programs if required.</p> <p>Commission report outlining treatment plans for priority legacy landfill sites.</p>	Coordinator Waste Services	Water and gas sampling of Legacy Landfill Sites and Kirknie Landfill was completed at the end of December 2024 as per Council's environmental monitoring program. Report outlining treatment plans for legacy landfill sites completed.	
		WM7	Implement agreed management action items from the Waste Management Contract Internal Audit 2023/24	All action items implemented in accordance with agreed deadlines as per final audit report.	Coordinator Waste Services	<p>Council's Waste Management Services Contract tender closed on the 25 November 2024. During the preparation of the tender documents Cleanaway extracted and provided any data requested with no hesitation as had been previously discussed with the branch manager. At Council's meeting on 10 December 2024 it was resolved to award the contract to Cleanaway for a further 10 years. On 1 July 2027 new vehicles with new software will be implemented. Council's Waste Coordinator will work with Cleanaway to integrate Council's waste data and the existing Cleanaway data with the new software ensuring that Council has the ability to extract data from the software when needed.</p> <p>Training of new waste management staff planned for Q3 period.</p>	



# High Performing Organisation





We deliver positive outcomes for our community through ethical, transparent, and financially sustainable decision-making.

## Objective: 5.1 Engaged community and stakeholders

Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.1	Undertake meaningful community engagement through Community Advisory Groups and other engagement methods to encourage diverse community participation and feedback.	CD10	<i>Review Council's Community Connect Program.</i>	Review previous community connect activities and outcomes. Identify outstanding projects/initiatives and limitations or barriers to achievement. Provide report to Council.	Manager Community Services	Onsite meeting with representative of Rita Island Progress Association in November attended by Director Corporate and Community Services, Manager Community Services, Manager Client Services and Disaster Management Officer. Purpose of the meeting was to discuss community aspirations for enhanced public facilities at the Rita Island SES Shed. Addressed traffic safety issues surrounding the site and discussed future project of road realignment. A comprehensive history of past Community Connect project to be presented at Council Workshop during Q3 to establish agreed plan moving forward.	●
		TS13	<i>Assess items identified by the Burdekin Road Safety Advisory Committee.</i>	50% of recommendations from advisory group reviewed by management to determine applicability and key recommendations brought to Council for decision and appropriate implementation plan developed within 3 months.	Manager Technical Services	All items from August meeting included in implementation plan. November meeting to Council in January with tasks to be actioned in February	●



**Objective: 5.1 Engaged community and stakeholders**

Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.2	Be responsive and proactive in providing information to keep the community informed.	MC03	<i>Facilitate the production of corporate publications including the Annual Report and Annual Budget documents.</i>	100% compliance with statutory obligations.	Media and Communications Officer	The Annual Budget and Annual Report will be prepared in upcoming quarters.	
		MC04	<i>Produce community updates, prepare internal staff communications including staff newsletters, and develop other material as required by the Executive Leadership Team and Senior Leadership Group.</i>	One staff newsletter produced quarterly.  All communications prepared and distributed in appropriate timeframes.	Media and Communications Officer	Created and delivered various communication materials, such as community updates as well as other documents as needed.  Quarterly Staff newsletter was delivered on time.	
		CS1	<i>Deliver professional customer service assistance to internal and external customers.</i>	Minimum 80% service level - all calls answered within 20 seconds. Less than 5% of calls abandoned. Less than 5% error rate in call codes.	Customer Service Centre Coordinator	3943 Calls offered. 3702 answered. 94% Answer Rate. 78% Service Level achieved. Calls Answered average - 23 seconds Total Abandonment - 5% (4% Long and 1% short) Non-Compliant call codes - 2% 80% calls answered at first point of contact and 18% of calls were transferred to other areas.	
		CS2	<i>Review and update Council's Customer Service Charter.</i>	Whole of Council Customer Service Charter aligned with Corporate Objectives and Values.	Customer Service Centre Coordinator	Whole of Council Customer Service Charter completed. New posters, correspondence, and communication to all staff to be carried out in the New Year.	

**Objective: 5.1 Engaged community and stakeholders**



Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.3	Foster cooperative and collaborative partnerships on matters of regional, state, and national importance.	EXC1	<i>Develop and maintain effective regional partnerships through membership of relevant regional bodies including the North Queensland Regional Organisation of Councils (NQROC) and Townsville Enterprise Ltd (TEL).</i>	Participate in activities of NQROC and relevant sub-committees.  Key outcomes identified in Service Level Agreement with Townsville Enterprise Ltd.	Chief Executive Officer; Economic Development Coordinator	Mayor, Deputy Mayor and CEO participated in and finalised NQROC Strategic Plan. CEO met with NQROC Executive Officer as part of First 100 Days.  CEO met with Townsville Enterprise Limited (TEL) CEO as part of First 100 Days. TEL CEO and Chair visited Council in December to provide a briefing on previous 12 months activities and future projects, plans and direction.	●
		TS14	<i>Deliver Road Maintenance Performance Contract (RMPC) in accordance with requirements and within budget.</i>	Contract obligations fulfilled within budget.	Manager Technical Services	RMPC works program developed with ongoing maintenance work to continue throughout year. Current program to deliver 100% of the two-year program by 30 June 2026. Full compliance of contract obligations achieved to date within budget.	●
5.1.4	Demonstrate the Council's strategic direction to government, business, and the community through strong leadership and advocacy.	EXC2	<i>Facilitate external training opportunities with key regulatory and advisory bodies to support ongoing councillor training activities as required.</i>	Relevant education and training activities provided as required.	Chief Executive Officer	Mayor, CEO and two Councillors attended LGAQ Conference in Brisbane in October 2024. Attendees participated in the debate on 115 motions.  Councillors agreed for ELT to undertake a review of the current Corporate Plan, given Council is at the halfway mark of the Plan and requested ELT bring back to Council any recommendations on updating the Plan. This will support continued strong leadership and advocacy at the community, State and Federal level.	●





Objective: 5.1 Engaged community and stakeholders							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.1.4	Demonstrate the Council's strategic direction to government, business, and	CG5	<i>Manage Council's Corporate Policy Program.</i>	90% of policies that are due for review, are reviewed within the agreed timeframes.	Senior Governance Officer	90% of Council's policies are considered to be "Current". 10% of Council's policies are currently undergoing review. Responsible officers are reviewing policies that are overdue for review.	●
Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.1	Demonstrate open and transparent leadership.	CG6	<i>Coordinate Council's Complaints Management System in accordance with the adopted Complaints Management Policy and Process and facilitate the provision of information to external authorities (QAO, Queensland Ombudsman, Queensland Police etc) as required.</i>	100% compliance with Council's adopted Complaints Management Process.	Senior Governance Officer	Five administrative action complaints received within this quarter. All complaints have been assessed and managed in accordance with the adopted complaints management process. Minor amendments to complaint workflow were	●
		CG7	<i>Provide access to Council documents in accordance with the Right to Information Act and Information Privacy Act.</i>	100% of applications for information are processed in accordance with legislative timelines.	Governance and Property Officer	2 x RTI applications received and completed during the Q2 period.	●
		CG8	<i>Coordinate the Internal Audit function including the annual review of the Internal Audit Plan by the Audit Committee.</i>	Internal audits are delivered in accordance with adopted internal audit plan and within budget.  Agreed management action items from internal audit implemented and reported to Audit Committee.	Director Corporate and Community Services; Senior Governance Officer	The fieldwork for the first Internal Audit for the financial year has been completed with a report scheduled to be presented to the Audit Committee at the first meeting in 2025. A preliminary scoping meeting was held to discuss the 3-year internal audit plan.	●
		FM1	<i>Coordinate/provide information for external audit projects undertaken by Queensland Audit Office.</i>	Timeliness of response to Queensland Audit Office requests and results of audits if applicable.	Manager Financial and Administrative Services	Assisted with providing information for grant audits undertaken by Queensland Audit Office.	●





Objective: 5.2 Transparent and accountable governance							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	CG9	<i>Coordinate Council's insurance program to manage risks associated with Council operations and assets.</i>	100% of insurance products reviewed and insurance renewals submitted on time.  Timely response to all insurance claims and enquiries.	Governance and Property Officer	2 insurance claim matters finalised during Q2 period. 4 new insurance claims raised during Q2 period. Currently 9 open insurance claims in progress.	●
		FM2	<i>Prepare and deliver Council budgets (including revised budgets) in accordance with statutory requirements.</i>	Council budget prepared and presented to Council by 30 June 2024.	Manager Financial and Administrative Services	First revised budget presented to Council and approved at the Council meeting on 29/10/2024.	●
		FM3	<i>Report actual performance against budget to Council monthly.</i>	Monthly reports prepared and submitted in accordance with agenda deadlines.	Manager Financial and Administrative Services	Monthly reports for September, October and November were presented to Council within agreed timeframes.	●
		FM4	<i>Coordinate and submit 10-year financial forecast to Local Government Department.</i>	Submission by 31 August 2024.	Manager Financial and Administrative Services	Return submitted last quarter	○
		FM5	<i>Maximise recovery of outstanding sundry debtors.</i>	Review of aged debtors particularly those in 60 and 90 days.	Financial Accountant Systems	Each month the aged debtors are reviewed and followed up with one debtor currently with Collection House.	●
		R1	<i>Issue timely and accurate rates and charges notices.</i>	Half-yearly notices and supplementary notices issued within agreed timeframes with less than 10 instances of incorrect notices issued.	Manager Financial and Administrative Services	Supplementary Notices were issued to ratepayers in November (261) and December (112). Only four Overdue Reminder Notices were issued after the November Supplementary levy	●

Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	R2	Maximise recovery of overdue rates and charges, in accordance with Council's Rates and Charges Recovery Policy with an emphasis on more timely follow up action on overdue rates from Reminder Notices through to Sale of Land for Arrears of Rates.	Less than 5% increase in rate arrears percentage at 30 June 2025 as compared to rate arrears from previous financial year.	Manager Financial and Administrative Services	2.54% arrears of nett rates as at 31/12/2025 in comparison to 3.66% as at 31/12/2024.  156 active files are currently with Collection House.  38 current periodic payment plans with Council and one Hardship plan, which are being monitored by Council officers to ensure conformance.  One property is currently on the Sale of Land list with a Notice of Intention to Sell issued to each interested party in December 2024.	<div></div>
		EXP1	Administer accounts payable and contract register.	Invoices to be paid within 30 days from EOM in weekly, fortnightly and monthly payment runs.	Accounts Payable Officers	2195 invoices processed with an average of 3% of all invoices not paid within 30 days.	<div></div>
		EXP2	Maximise earnings on cash holdings in accordance with Investment Policy.	Interest earnings - Rates sourced from various institutions to ascertain best rate for period of investment.	Manager Financial and Administrative Services	Average interest rate to 31/12/24 - 5.08%. \$2,377,117.47 interest received to 31/12/24. compared with \$1,934,594.24 interest received to 31/12/24.	<div></div>
		EXP3	Administer financial delegations.	Update of Financial Delegations Register.	Accounts Payable Officers	Financial Delegation Register changes were made in a timely manner.	<div></div>
		EXP4	Conduct Tender and Refresh of Approved Contractors Listing applications for private hire and traffic control providers for the period 1 October 2023 to 30 September 2026.	Collate and update private hire and traffic control information for database throughout year.	Accounts Payable Officers	Ongoing database updates and plant rate amendments completed in a timely manner. Compliance checking of insurances in VendorPanel is ongoing.	<div></div>

**Objective: 5.2 Transparent and accountable governance**

Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.2	Responsibly manage Council's financial position to ensure sustainability.	TS15	<i>Implementation of Council fleet renewal program including management of orders and delivery and development of fleet program for forward year.</i>	80% of fleet items ordered by 31 December 2024. 50% of fleet items delivered by 30 June 2025. Future renewal program developed by 30 April 2025.	Manager Technical Services	Planning for 2024/2025 fleet renewals continuing with 80% of items ordered before 31 December not achieved. Target expected to be met by 30 March 2026. Ten year replacement plan updated each year during budget process in March.	
		TS16	<i>Implement agreed actions from the Fuel and Fleet Management Internal Audit.</i>	Review Fleet Management Audit Recommendations. Complete agreed actions identified for 2024/2025.	Manager Technical Services	Fleet Management Strategy to commence in November. Consultant to be engaged to assist with Request for Quotation to close in January 2025. Installation of telematics completed in December 2024. Training completed for Managers and Supervisors. Internal plant hire strategy being implemented for 2024/25. Current recoveries in line with budget. Fuel tank and management system installation to be completed after design modified to meet environmental requirements and new location.	




Objective: 5.2 Transparent and accountable governance							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.3	Implement effective governance frameworks.	EXC3	<i>Continue to manage risks effectively through ongoing improvements to Council's Enterprise Risk Management systems.</i>	Conduct annual risk register reviews. Hold regular meetings of the Risk Management Committee. Oversight and testing of Council's Business Continuity Plans. Regular risk briefings provided to Audit Committee.	Chief Executive Officer; Senior Governance Officer	At the end of the Q2 period, 75% of risks within Council's Operational and Strategic risk registers were "current", the remaining 25% of risks were either due soon for review or overdue for review. All responsible officers have been reminded to review and update these risks.	
		CG10	<i>Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.</i>	Annual Review of Fraud and Corruption Risks.  Monitor other ongoing prevention and response activities as necessary.  Training provided to all workers on the updated Code of Conduct for Workers.	Director Corporate and Community Services	All new employees received code of conduct training as part of their induction during this quarter. Fraud and Corruption risks reviewed as part of annual risk review schedule.	
		CG11	<i>Actively review and update of Council's Delegations Register.</i>	Registers are updated within 2 months of LGAQ updates.	Director Corporate and Community Services	The Delegation Register has been updated. There are fifty-six provisions that are not yet delegated.	
		CG12	<i>Implement Council's Business Continuity program including completion of testing activities as per the adopted testing strategy and schedule.</i>	BCP Test conducted in accordance with adopted testing strategy and schedule. Relevant amendments to BCPs applied.	Senior Governance Officer	No scenario-based testing was undertaken this quarter. One live BCP test affecting the Customer Service Centre and Human Resources section was conducted in response to a live disruption event. The BCP subplans for these areas were activated. The outage that triggered the activation was resolved and operations were able to return to normal.	

Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.3	Implement effective governance frameworks.	SQ2	<i>Develop an all of Council Internal Quality Audit Program to ensure compliance with AS/NZ ISO9001 - Quality Management Systems.</i>	Development of an Internal Quality Audit Program recommending two internal quality audits to be conducted each quarter.	Safety and Quality Coordinator	The Internal Quality Audit Program is integrated with the Work Health and Safety Plan monthly tasks and objectives. WH&S Team have completed the Chemical and Signage audit with action send to relevant departments. Noise Monitoring Audit will be ongoing. Planning started for Q3 audits which includes Excavation and trenching and Work Instruction and procedures, including review of the operational plan for evidence compliance.	
		SQ2	<i>Retain Council's Quality Management System Certification (currently with Certex).</i>	External audits and compliance activities undertaken in accordance within agreed timeframes. Action items implemented in accordance with agreed timeframes - measured by percentage completed.	Safety and Quality Coordinator	The National Audit for WH&S through LGW was undertaken in April 2024 and 100% of actions have been completed and closed out.  100% of actions generated from the Certex audit completed in May 2024 have been completed and closed out.	
		AR1	<i>Ensure the safe custody of Council records through the classification and registration of daily correspondence into the records management system.</i>	Completion of registration of all correspondence into the records management system within 48 working hours of receipt.	Administration and Records Coordinator	All daily correspondence registered into the records management system within 24 hours of receipt. Compliance calendar maintained by Admin Records Coordinator to ensure compliance is maintained.	
		PS1	<i>Implement agreed actions from the Inventory Management Internal Audit</i>	Actions implemented in accordance with agreed due dates.	Purchasing and Stores Supervisor	Purchasing and Stores Supervisor appointed. Action timelines are still within target dates. Training with relevant personnel in Technology One CiA is ongoing. Reports created to automate processes and procedures being reviewed.	









Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.3	Implement effective governance frameworks.	PS2	<i>Implement key recommendations from BDO Internal Fuel Management Audit Report</i>	Develop a coordinated and defined fuel management policy or operational standard that establishes the goals of the fuel management process and Council's accepted operational requirements for the handling and utilisation of fuel assets.  Delivery date: Within 6 months of installation of new infrastructure.	Purchasing and Stores Supervisor	Awaiting installation of the new Fuel Facility and management system at the Jones Street Depot to inform the documentation.	○
5.2.4	Undertake regulatory responsibilities in accordance with legislative obligations.	CG13	<i>Coordinate Council's Public Interest Disclosure Investigations and Training.</i>	100% of complaints assessed against Public Interest Disclosure criteria. 100% of new employees to receive PID awareness in induction training.	Senior Governance Officer	All administrative action complaints were assessed against the PID criteria this quarter.  PID and Fraud and Corruption Awareness training session delivered in-house in August to new employees. This training is provided every six-months to new employees.	●
		FM6	<i>Prepare and deliver draft annual Financial Statements in accordance with legislative and accounting standards requirements and within the agreed external audit plan timeframes.</i>	Presentation of Financial Statements within the agreed external audit plan timeframes.	Manager Financial and Administrative Services	Annual Financial Statements completed in last quarter.	○
		FM7	<i>Facilitate external audit of Burdekin Shire Council as required by and in co-operation with the Queensland Audit Office (QAO) and their contracted auditor Crowe.</i>	Feedback from external auditor on performance of audit process. As per the agreed external audit plan.	Manager Financial and Administrative Services	Annual audit completed in last quarter.	○
		FM8	<i>Coordinate and complete the annual Local Government Comparative Data Return.</i>	Submission by the target date.  Accuracy can be measured by queries from the department.	Manager Financial and Administrative Services	The annual Local Government Comparative Data Return was completed by the due date.	●
		FM9	<i>Prepare and lodge all necessary statutory/legislative returns.</i>	Returns to be lodged by 30 June 2024.	Manager Financial and Administrative Services	This quarter the following statutory information/reports were completed: Monthly BAS.	●

Objective: 5.2 Transparent and accountable governance							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.2.4	Undertake regulatory responsibilities in accordance with legislative obligations.	R3	<i>Maintain the property and rating database to ensure a high level of accuracy.</i>	Less than 10 instances of errors in rating data brought to the attention of Council.	Revenue Coordinator	All property and rating database maintenance completed in a timely manner within set timeframes, nil errors.	●
		R4	<i>Ensure accurate and timely Emergency Management Levy, Rural Fire Brigade Charge and State Government Pensioner Subsidy claims and payments.</i>	Returns and payments submitted in accordance with State Government requirements.	Revenue Coordinator	All claims and payments duly submitted, accurately and within set timeframes.	●
		AR2	<i>Ensure compliance with Queensland State Archives schedules for the retention and disposal of paper-based corporate records.</i>	70% of records archived within six months of delivery to Records team.	Administration and Records Coordinator	100% of new records archived within six months of delivery to Records team.	●
		AR3	<i>Coordinate and provide administrative support for Council's statutory meetings and deliver accurate and timely minutes of meetings.</i>	Accurate, complete and timely minutes published to website within five (5) days of each statutory Council meeting.  Minutes to comply with requirements of Local Government Regulation 2012.	Administration and Records Coordinator	Compliant minutes were published on Council's website within five (5) days business days as per statutory requirement. Compliance calendar maintained by the Administration and Records Coordinator.	●
Objective: 5.3 Embrace Technology							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.1	Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.	ICT1	<i>Coordinate the design, acquisition, configuration, maintenance and management of ICT hardware infrastructure.</i>	Budgeted operational hardware projects delivered in accordance with budget and agreed timeframes (computer, tablets, phones and photocopier renewal programs).  Budgeted capital hardware projects delivered in accordance with budget and agreed timeframes (As recorded in the Capital Program).	ICT Coordinator	All operational and capital hardware projects are on track. Most of the hardware has been ordered and delivered, and will be provisioned in the new year.	●






Objective: 5.3 Embrace Technology							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.1	Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.	ICT2	<i>Provide quality ICT services to internal customers, including timely resolution of customer requests.</i>	90% helpdesk requests responded to and resolved in accordance with agreed service levels.	ICT Coordinator	The number of new requests created Q2 was 533. Of those, ICT completed 505 within the agreed service level to give a compliance rate of 94.7% for the quarter.	
		ICT3	<i>Progress the transition of Council's ICT core system modules from Ci to CiAnywhere for improved utilisation and enhanced mobility.</i>	Improvements implemented in line with agreed roadmap and budget allocation.	Manager Client Services	The Technology One Transition to CiA is currently on hold. Supply Chain is completed, and it was agreed to give staff a "break" and discuss the next steps of the transition with the new Councillor's and Executive Leadership Team.  Further discussion is still be held with the new ELT and Councillors to determine the future roadmap for this project.	
		ICT4	<i>Review and implement the Cyber Security Plan to ensure appropriate actions and systems are in place to protect Council from cyber threats and risks.</i>	Plan reviewed and updated. Regular reports provided to the Audit Committee and the Risk Management Committee.	ICT Coordinator	A consultant was engaged and provided a report and recommendations regarding BDO's internal audit and our responses. Due to the scope of work, we presented a business case to the ELT for specialised consultants to complete the work on behalf of Council. The ELT have requested we advertise a RFQ for the completion of all actions from the internal audit.	




**Objective: 5.3 Embrace Technology**

Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.1	Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.	SQ3	<i>Manage and maintain the Skytrust System as the primary repository for Safety information and safety reporting.</i>	Monitor and review the corrective actions register, to enhance compliance with best practice in relation to closing out of all incidents and injuries.  90% or greater compliance.	Safety and Quality Coordinator	The action register is derived from all incidents, investigation and observation entries into Skytrust. Regular weekly monitoring is undertaken to ensure compliance and reasonable actionable timeframes are adhered to and completed.  Greater than 90% compliance is achieved, and all current overdue actions are considered low risk. All high-risk activities are investigated and actioned immediately.	
		LDMG4	<i>Coordinate systems that support disaster planning and preparedness.</i>	Management of Councils Disaster Management Software - Guardian IMS including the training of key staff and stakeholders.	Disaster Management Officer	New Disaster Management Officer appointed and commenced late November 2024. Guardian IMS Training will be arranged in the New Year.  Once the DMO Officer has completed Guardian Training (scheduled January 2025) further Guardian IMS training will be rolled out to responsible officers within Council early 2025.	
		TS17	<i>Implement Technology One mobility modules.</i>	Complete final stage of Technology One Field App module.	Manager Technical Services	Training and implementation paused during second quarter and to recommence in Q3.	





Objective: 5.3 Embrace Technology							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.3.2	Improve access to information through digital platforms.	MC05	Manage, monitor and promote Council's social media platforms as an effective community information and engagement tool.	Number of unique "news items" published to Council's social media platforms.	Media and Communications Officer.	Regular posts of unique news items were published on Council's website and to social media platforms. Community updates including road closures and water supply issues were also published to keep residents informed.	
		TOU8	Enhance online presence including the Visit Burdekin website, destination events calendar and Tourism Social Media Platforms.	2% increase in hits and likes on sites.	Tourism Officer	Continued to update Visit Burdekin website and ATDW as required. Quarterly statistics for Visit Burdekin social media: Facebook 3.47% increase in followers / Instagram 1.14% increase in followers.	
Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.1	Build effective leadership and management capability.	EXC4	Undertake effective planning and coordination of Council programs and operations through the Senior Leadership Group.	Regular meetings of Executive Leadership Team (ELT) and Senior Leadership Group (SLG). Level of planning and coordination of Council operations across Departments.	Chief Executive Officer; Director of Corporate and Community Services; Director of Infrastructure, Planning and Environmental Services	ELT and SLG meetings are being held regularly, with proactive agendas being developed for both, with rotating Chairs for each meeting.  SLG are driving the review of the Corporate Plan plus taking a leadership role in encouraging staff to complete the Staff Engagement Survey which will provide ELT and SLG with strategic tasks or activities to pursue.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.2	Develop a cost-effective, adaptable, and capable workforce to implement our vision.	EXC5	<i>Finalise negotiations for a new Enterprise Bargaining Certified Agreement.</i>	Certification of a new agreement by the Qld Industrial Relations Commission.	Chief Executive Officer	EBA negotiations finalised with a resounding 100% vote in favour of the draft EBA.	●
		TR1	<i>Develop and maintain the 2024/2025 Training Plan and ensure that skills and qualifications required by legislation are maintained/updated.</i>	Reported quarterly- 95% training compliance for new and renewed qualifications and skills in accordance with position requirements and legislation.	Human Resources Coordinator	95.47 % complaint. All qualifications and skills required by legislation have been maintained/updated. Currently reviewing expired skill sets.	●
		TR2	<i>Facilitate Council traineeships, apprenticeships and work experience opportunities.</i>	Report on number of trainees appointed in line with proposed budgetary limitations. Report on number of apprentices appointed annually. Report on additional or new Cadets and/or Graduates appointed. Report on number of work experience students.	Human Resources Coordinator	3 x trainees – ICT, Admin, Library 5 x Apprentices – 4 x diesel, 1 x fitter and turner (1 plumbing apprentice has now completed.) 3 x Graduate – 1 x P&D, 1 x Accountant, 1 x Tech Services  10 x Work Experience Students for the quarter (September School holidays).	●
		PD10	<i>Through customer feedback and review of processes, improve customer satisfaction levels for planning and development processes.</i>	Obtain benchmark through customer satisfaction surveys.	Manager Planning and Development	Fresh discussions to be held with the commencement of the new DIPES, with renewed discussions to commence with Economic Development as result with regards	●

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.2	Develop a cost-effective, adaptable, and capable workforce to implement our vision.	OPW4	<i>Ensure operational responsiveness and departmental conduct (operations- works) aligns with Council's Customer Service Charter and agreed service timeframes.</i>	Quarterly analysis of compliments versus formal complaints received with a target of 8:1 compliments to complaints.90% or more of customer requests completed within target timeframes.	Manager Operations	10 compliments received as recognition of operational responsiveness in the monitoring period with zero corresponding complaints. YTD 18 compliments received in total. 94% of customer requests completed YTD within target timeframes.	
5.4.3	Provide training and development opportunities to meet organisational needs.	TR3	<i>Coordinate Council's corporate training and employee professional development initiatives.</i>	Report on current operational expenditure for training in line with predicted forecasted budget.	Human Resources Coordinator	As at the end of the 2nd Qtr. 52.9% of Council's training Budget has been spent.	
		AR4	<i>Deliver systematic ongoing Recordkeeping Awareness training and records management system training for all employees to ensure recordkeeping is supported at all levels of Council.</i>	100% of new employees receive awareness training as part of their induction. 100% of new employees using the records management system are trained within three months of employment.	Administration and Records Coordinator	100% of new employees receive awareness training during their induction day.  100% of ECM users are receiving one on one ECM training from Records Management staff within 3 months of their commencement date. Process developed with HR and compliance calendar maintained by Admin Records Coordinator.	
5.4.4	Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.	HR1	<i>Manage work-related injuries including the facilitation of workers compensation claims and return to work programs.</i>	100% of workers' compensation claims recorded and managed in accordance with Council policies and procedures. Report on number and status of new and existing cases each quarter.	Human Resources Coordinator	Six (6) new claims within the period. Three (3) employees returned to work. Three (3) claims ongoing.  Two (2) prior claims ongoing	
		SQ4	<i>Develop and implement Council's Annual Work Health and Safety Plan.</i>	Monitor and report on Council's monthly tasks and actions in accordance with the Annual Work Health and Safety Plan.90% of tasks completed each quarter.	Safety and Quality Coordinator	Completed and distributed to the SLG and WHSR's the September, October and November Monthly WH&S Report. December WH&S Report to be finalised and distributed after the 6 January 2025.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.4	Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.	SQ5	<i>Develop and roll out a successful and engaging Safe Work Month Program for all employees.</i>	Development of the Safe Work Month Program and successful facilitation of planned activities.  80% engagement of employees over Safe Work Month.	Safety and Quality Coordinator	Safe work month all activities were completed and successful. Sessions were held at the show grounds with record numbers of staff attending. Positive feedback has been received regarding the presenter from PBF and his talk	
		OPW5	<i>Achieve a net reduction in number of WHS incidents involving property damage in the Works Section. Benchmark established from 2023/2024 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations; Overseer - Works	Three incidents attributed as Property Damage by Council employees in the monitoring period. YTD total of 6 incidents. Three further incidents of property damage caused by 3rd parties to Council property.	
		OPW6	<i>Improve compliance with Site Safety Plans and Traffic Management Plans for all Capital Works Projects through regular site inspections and observations. Benchmark established from 2023/2024 SkyTrust reporting.</i>	Reduction in number of non-compliances noted compared to prior year.	Manager Operations; Overseer - Works	9 traffic management inspections and 40 safety observations undertaken during the Q2 period within the Operations- Works area. Two (2) Action Task raised. Zero (0) non-conformances recorded.	



Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan Reference		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.4	Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.	WW4	<i>Achieve a net reduction in number of WHS incidents involving property damage in Water and Wastewater Section. Benchmark established from 2022/23 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Water and Wastewater.	Outstanding Hazards and actions currently under review. General reduction in incidents however ongoing progress still required.	
		WW5	<i>Improve compliance with Site Safety Plans and Traffic Management Plans for all worksites (Water and Wastewater) through regular site inspections and observations. Benchmark established from 2022/23 SkyTrust reporting.</i>	Reduction in number of non-compliances noted compared to prior year.	Manager Water and Wastewater.	10 safety observations, 0 traffic management inspection and 0 construction inspection completed during the Q2 period. Zero (0) non-conformances recorded. 2 Property Damage incident (minor only).	
		PG2	<i>Achieve a net reduction in number of WHS incidents involving property damage in the Parks and Gardens Section. Benchmark established from 2023/2024 SkyTrust reporting.</i>	Reduction in number of WHS incidents involving property damage compared to prior year.	Manager Operations; Parks Coordinator; Supervisor - Parks.	Two incidents of property damage including: - Parks vehicle reversing into a parked vehicle and damaging a taillight. - Damage to tail gate bracket due to tail gate not being latched properly. This quarter last year there was one incident of property damage. YTD total of three incidents with one incident of property damage by a third party.	
		PG3	<i>Improve compliance with Site Safety Plans and Traffic Management Plans for all Parks and Gardens worksites through regular site inspections and observations. Benchmark established from 2023/24 SkyTrust reporting.</i>	Reduction in number of non-compliances noted compared to prior year.	Manager Operations; Parks Coordinator; Supervisor - Parks.	49 safety observations conducted with no non-compliances observed.	

Objective: 5.4 An enviable organisational culture that actively demonstrates our values							
Corporate Plan		Operational Plan Activities		Accountability		Q2 Comment	Traffic Light
Ref	Key action	Ref	Targeted Activities	Measure	Responsible Officer		
5.4.5	Develop and implement a strategic workforce plan to advance Council's recruitment, onboarding, career mapping and succession planning activities.	EXC6	<i>Commence implementation of selected actions from the Strategic Workforce Plan.</i>	Selected actions from Strategic Workforce Plan successfully implemented.	Chief Executive Officer; Director Corporate and Community Services; Human Resources Coordinator	Given completely new ELT, the Strategic Workforce Plan implementation to be slightly delayed to allow new Directors and CEO an opportunity to review, comment and change the Plan.  Workforce Plan will also need to incorporate the outcomes from the Employee Engagement Survey. ELT Trajectory Plans also take into consideration Organisational Structure, workflow, staffing arrangements with a focus on single points of failure, succession planning and staff establishment.	●
		HR2	<i>Deliver workforce data reports that meet Council's requirements and highlights workforce trends to inform workforce planning.</i>	Reports prepared and presented according to agreed reporting timetable to meet strategic and operational needs.	Human Resources Coordinator	Hr Report for July to September 2024 provided to SLG 17/10/24	●
		HR3	<i>Report on the progress of recommended actions as part of the Strategic Workforce Plan.</i>	Monitor the Strategic Workforce Plan and provide quarterly updates against the "action plan".  Report on progress and any new initiatives.	Director Corporate and Community Services; Human Resources Coordinator	Plan currently on hold due to recruitment and onboarding of new leadership team.	●

### 7.3.1. PLANNING AND DEVELOPMENT

#### Home Hill Industrial Estate Master Plan

**File Reference:** 162

**Report Author:** James Stewart, Director Infrastructure Planning and Environmental Services

**Authoriser:** Matthew Magin, Chief Executive Officer

**Meeting Date:** 13 May 2025

**Link to Corporate/Operational Plan:**

Burdekin Shire Council Corporate Plan 2025-2030

- Review land supply and uses to meet community and business needs

Burdekin Shire Council Operational Plan 2024-2025

PD8 Examine options for Home Hill industrial land development

---

#### Executive Summary

The Home Hill Industrial Estate Master Plan proposes the strategic development of 100 hectares of industrial land across the northern and southern precincts of Home Hill. This plan aligns with Council's 2024/25 Operational Plan and responds to findings from the 2018 Burdekin Industrial Land Analysis. The Master Plan provides a structured approach to stimulate economic growth, diversify industrial activity, and improve the region's investment readiness while retaining flexibility for future land use based on market demand.

#### Recommendation

That Council endorse the desktop review of the Home Hill Industrial Estate Master Plan as described in this report and resolve to take no further action until demand increases for industrial land development in Home Hill.

#### Background

The Burdekin Industrial Land Analysis (2018) identified a large quantum of zoned but underutilised industrial land across the region, with Home Hill offering a unique opportunity for future development. The 2024/25 Operational Plan identified the need to revisit and update industrial land planning. A desktop review of the Master Plan and flood mapping identifies developable land parcels 44,000 m<sup>2</sup>, 27,000 m<sup>2</sup>, 15,000 and 100,000 m<sup>2</sup> in the northern precinct see per Figure 1. and approximately 190,000 m<sup>2</sup> and 16,000m<sup>2</sup> in the southern precinct see Figure 2 while protecting the operational integrity of existing industrial users and responding to infrastructure and flooding constraints.

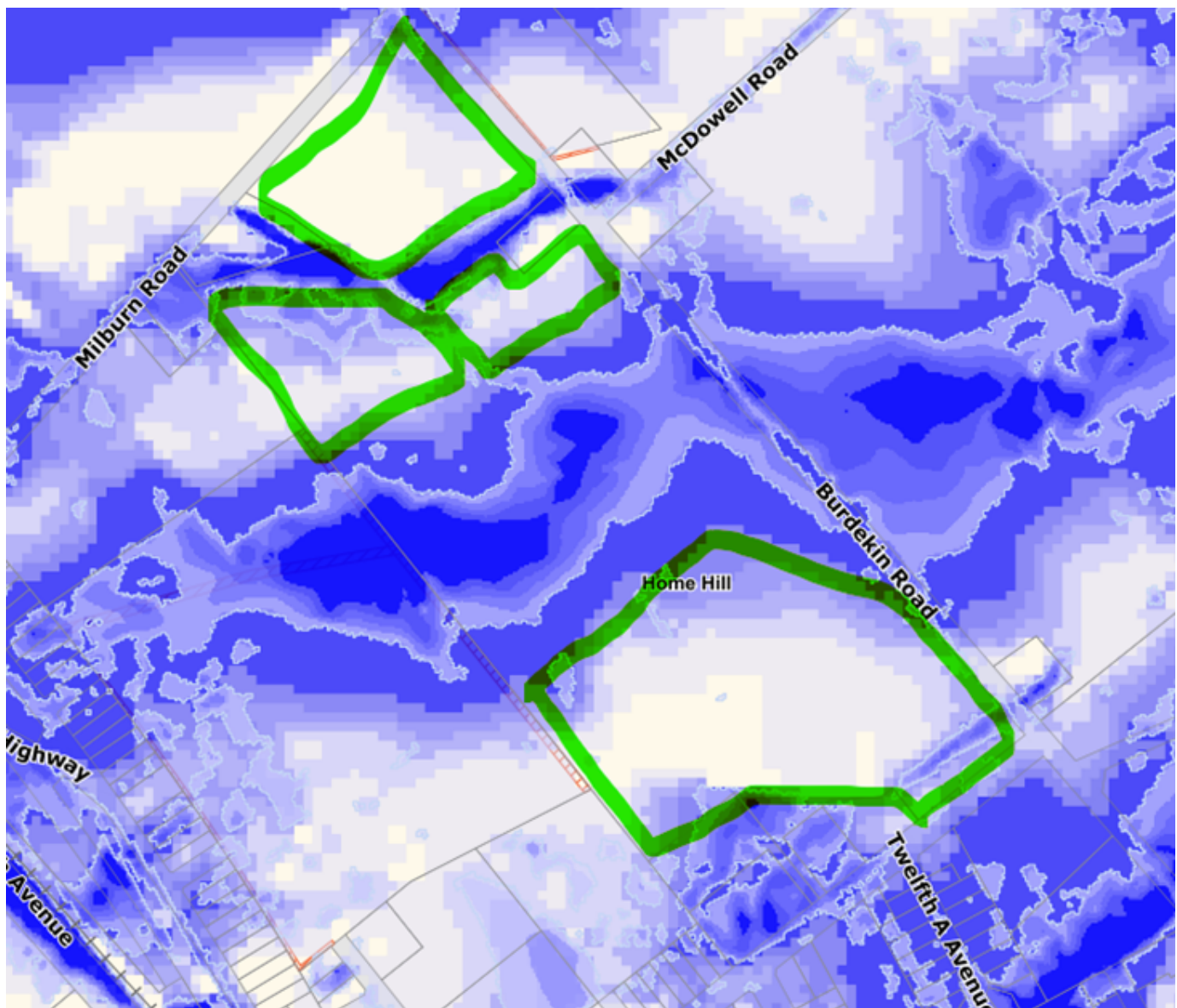


Figure 1 - Lot 4SP313069 on Burdekin Road - Available land above the Q100 flood model

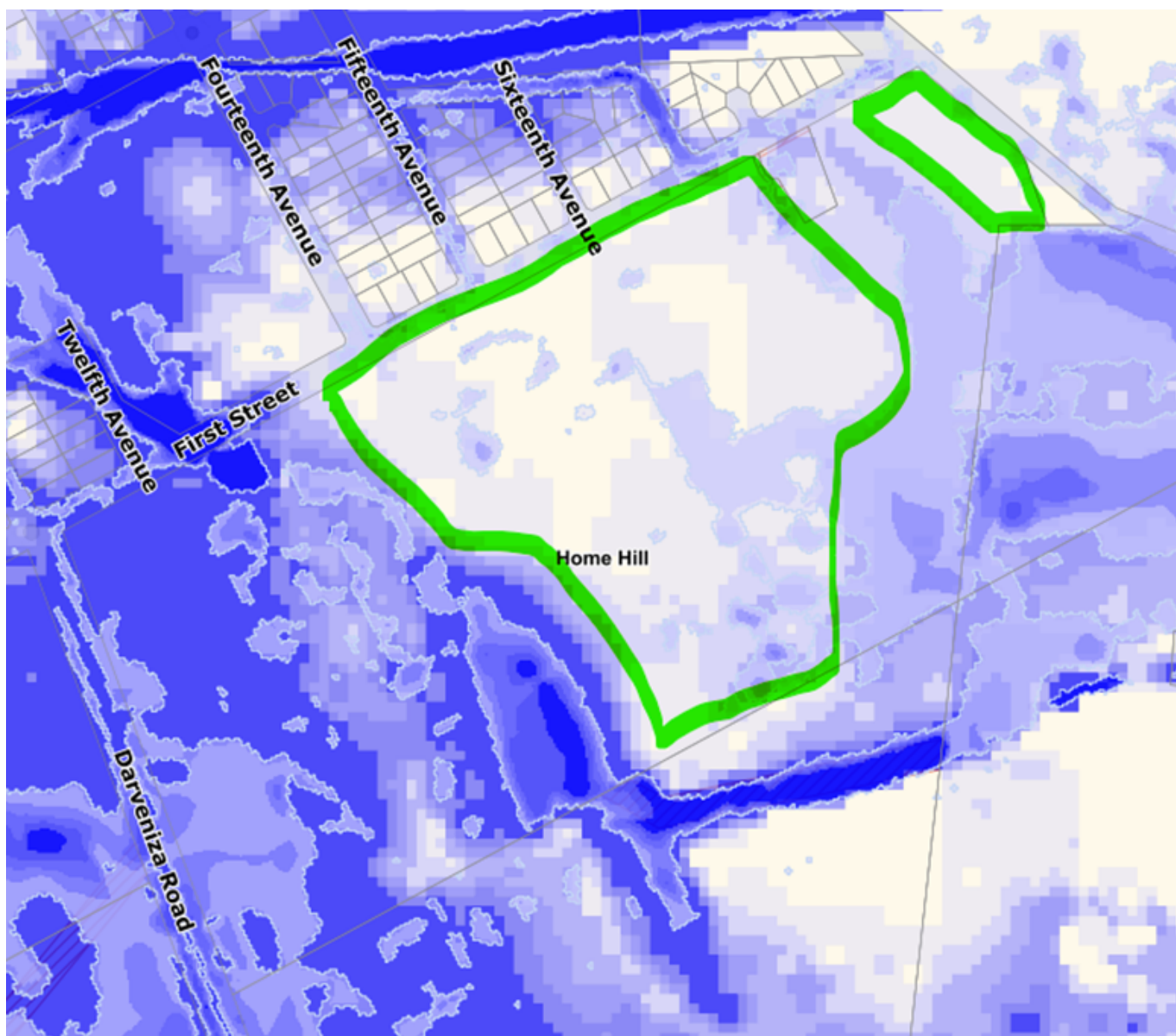


Figure 2 - Lot 3RP011494 on First Street - Available land above the Q100 flood model

#### Feasibility and Suitability.

Northern Lot 4SP313069 on Burdekin Road. is directly adjacent to the existing Sugar Mill and is made up of several parcels of land which above or would require minimal filling to achieve Q100 immunity. The block would require sewerage trunk infrastructure mains and pumpstation upgrades and is the furthest of the two parcels away from the Home Hill Sewerage Treatment Plant. The block has a reasonable buffer to existing residential land on the Northern end of the property which would help mitigate against impacts of the future development.

Southern Lot 3RP911494 on First Street. is directly adjacent to residential properties on the Northern side and the Home Hill Race track on the western Boundary. The block would require sewerage trunk infrastructure mains and pumpstation upgrades however is closer of the two parcels from the Home Hill Sewerage Treatment Plant. The block has a minimal buffer to existing residential land on the Northern end of the property which may impact the available land of the future development in order to achieve a suitable buffer distance. Access onto the Bruce Highway from this land is far better than the Northern Lot. This land may be better suited for large scale rural residential land development.

#### Consultation

The preparation of the Master Plan incorporated feedback from internal stakeholders across planning, infrastructure, and economic development teams. Input from landowners and adjacent industry representatives has also informed the layout and staging priorities. External consultation with state agencies (e.g., Department of State Development, Infrastructure and Planning (DSDILGP) and Department of Transport and Main Roads) will be progressed once demand increase and determined via Council resolution to proceed implementation planning.

### **Budget & Resource Implications**

Funding for the preparation of the Master Plan was accommodated within the 2024/25 operational budget. Future staging and development costs—including infrastructure servicing, roads, and drainage—will be subject to detailed design and budget allocations through future capital works programs as determined by Council in future years. There is potential for state or federal co-funding to support enabling infrastructure.

### **Legal Authority & Implications**

Not Applicable.

### **Policy Implications**

The Master Plan is consistent with the Burdekin Shire Council Economic Development Strategy and Corporate Plan objectives to stimulate economic diversification, attract investment, and review land supply to meet business needs. It also provides a strategic response to the underutilisation of existing zoned land identified in the 2018 Industrial Land Analysis.

### **Risk Implications (Strategic, Operational, Project Risks)**

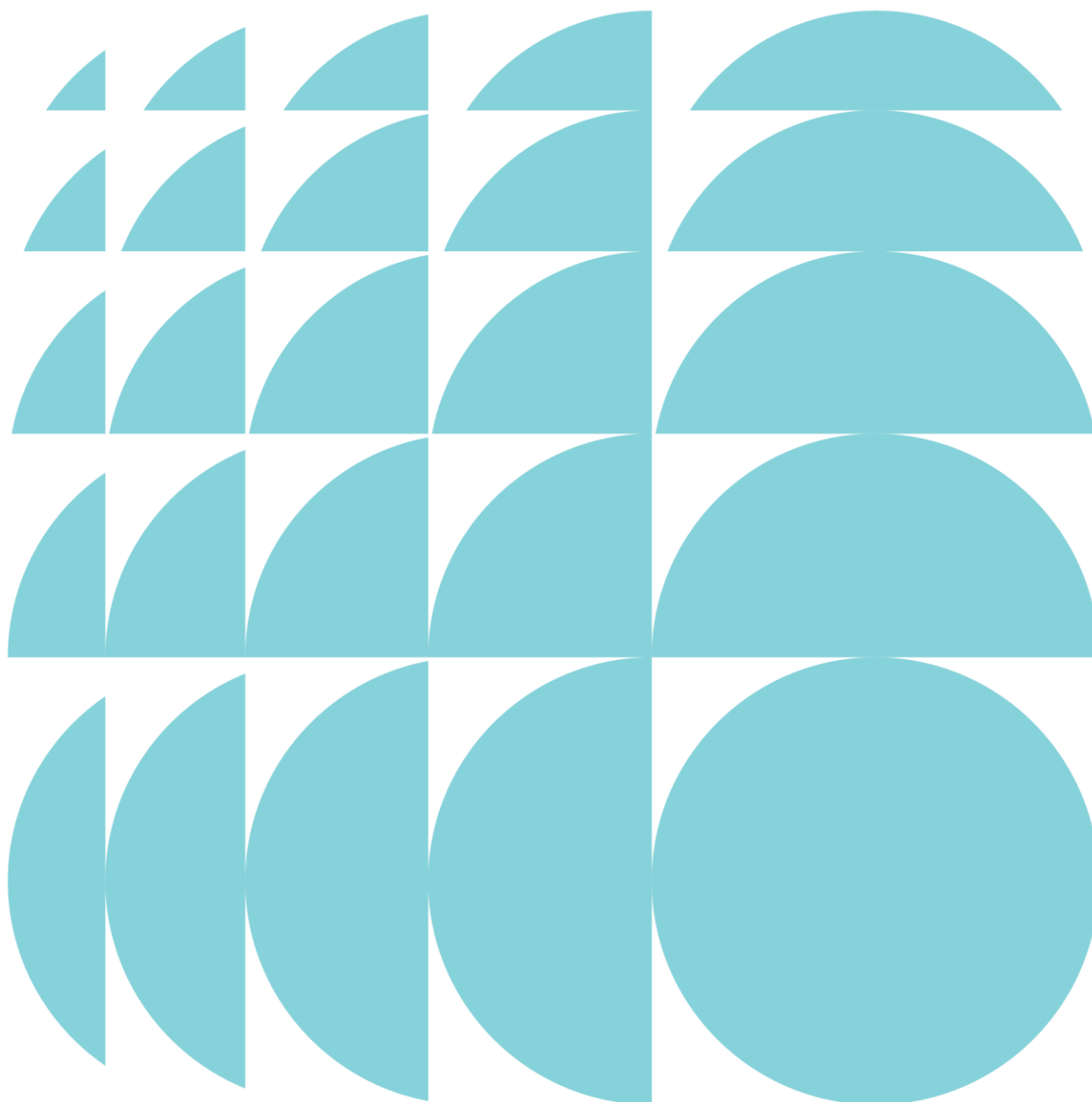
*Strategic Risk:* Failure to act may result in missed opportunities to attract industry and diversify the economy.

*Operational Risk:* Inadequate servicing infrastructure (e.g., roads, sewer, water) could delay development. Risk will be mitigated through phased infrastructure planning.

*Project Risk:* Market take-up may be slower than anticipated due to broader economic factors. The staged approach in the Master Plan allows Council to align development with market interest and infrastructure readiness.

### **Attachments**

1. Burdekin Industrial Land Analysis - Final September 2018
2. Additional Industrial Land in Home Hill



---

#### CONTACT

Caroline Squires                      Director                      [csquires@ethosurban.com](mailto:csquires@ethosurban.com)                      0403 228 854

Reproduction of this document or any part thereof is not permitted without prior written permission of Ethos Urban Pty Ltd.

This document has been prepared by:

This document has been reviewed by: Caroline Squires/Jenny Roughan



Mark McManus                      12/09/2018                      Caroline Squires                      12/09/2018

Reproduction of this document or any part thereof is not permitted without written permission of Ethos Urban Pty Ltd. Ethos Urban operates under a Quality Management System. This report has been prepared and reviewed in accordance with that system. If the report is not signed, it is a preliminary draft.

VERSION NO.	DATE OF ISSUE	REVISION BY	APPROVED BY
1	12/09/2018	Mark McManus / Sean Stephens	Caroline Squires

Ethos Urban Pty Ltd  
ABN 13 615 087 931.  
[www.ethosurban.com](http://www.ethosurban.com)  
173 Sussex Street, Sydney  
NSW 2000 t 61 2 9956 6952

---



# Contents

<b>1.0</b>	<b>Introduction</b>	<b>2</b>
1.1	Methodology and Approach	2
1.2	Data Sources and Assumptions	2
<b>2.0</b>	<b>Background and Context</b>	<b>3</b>
<b>3.0</b>	<b>Economic Profile and Policy Context</b>	<b>5</b>
3.1	Economic Profile	5
3.2	Strategic Planning and Economic Development Policy Framework	6
<b>4.0</b>	<b>Supply Analysis</b>	<b>7</b>
4.1	Composition of Industrial Zoned Land	7
4.2	Industry by Lot Size	8
<b>5.0</b>	<b>Demand Forecasts</b>	<b>9</b>
5.1	Drivers of Demand for Industrial Land	9
5.2	Population Projections and Workforce Growth Assumptions	9
5.3	Demand Forecast	10
<b>6.0</b>	<b>Land Use Implications</b>	<b>12</b>
6.1	Overview	12
6.2	Recommendations	12
<b>7.0</b>	<b>Conclusion</b>	<b>13</b>
7.1	Issues and Challenges	13
7.2	Conclusion	14

## Figures

Figure 1	Burdekin Shire	4
Figure 2	Ayr – Planning Scheme	15
Figure 3	Home Hill – Planning Scheme	16
Figure 4	Ayr – Planning Scheme	17

## Tables

Table 1	Estimate of Supply of Industrial Zoned Land and its First Primary Use (Excludes Investigation Areas)	7
Table 2	Estimated Supply of Investigation Area Zoned Land and its Current Primary Use	8
Table 3	Industrial Zoned Areas by Lot Size in Major Centres	8
Table 4	Population Projections for Burdekin Shire – 2016 to 2036	9
Table 5	Demand Forecast Scenarios and Consumption of Industrial Land	10

## Appendices

Appendix A.	Zoning Maps	15
-------------	-------------	----

## 1.0 Introduction

This Industrial Land Analysis has been prepared for Burdekin Shire Council. The analysis is to be submitted to the Chief Executive of the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) by Burdekin Shire Council as part of the preparation of its new planning scheme, the Burdekin Shire Council Planning Scheme, under the Planning Act 2016 ('the Act')

The objective of this study is to assist Burdekin Shire Council to prepare the new planning scheme. A key objective of the planning scheme is to secure a successful economic future for Burdekin, and to underpin the creation of jobs, the retention of young people and the attraction of new residents and establishment of new services for the community.

### 1.1 Methodology and Approach

In conducting the industrial zone analysis, we have:

- Summarised Burdekin Shire's economic profile as informed by ABS (2016) and review of background reports and studies
- Reviewed developed and available zoned industrial land supply including consideration of land constraints identified in a recent Council review
- Summarised key drivers for future demand for industrial land, based on a broad assessment of local economic factors and understanding of Council's economic development initiatives
- Provided commentary on current and future opportunities and barriers to economic growth, and relationships to supply / demand of industrial land, and
- Summarised findings in relation to anticipated future industrial land requirements and identified the potential scale and nature of industrial activities required to be accommodated by the new planning scheme.

### 1.2 Data Sources and Assumptions

Data sources used in this report include:

- AEC. 2013. Burdekin LGA Investment Situation Analysis. (February, 2013).
- Australian Bureau of Statistics. 2016. Census of Population and Housing. (2016).
- Burdekin Shire Rates Database. (August 2018).
- Integran. 2017. Extrinsic Material to the Local Government Infrastructure Plan. (December 2017).
- MHW. 2017. Planning Scheme Calibration & Initial Preparation – Burdekin Shire Council. (June 2017).
- NC Economics. 2018. Primary industry development, diversification, and the implications for the Burdekin Shire Planning Scheme. (April 2018).
- Remplan.com.au (2018). <https://www.economyprofile.com.au/burdekin/>

Assumptions required to complete this analysis include:

- Background reports and material are correct and accurate
- Nearmap is accurate
- Industrial zoning data is accurate and land use based on Council's rate database is correct
- Industrial zoned land that currently has a land use other than industrial, can be used for industrial uses in the future

## 2.0 Background and Context

Burdekin Shire (the Shire) comprises approximately 5,053km<sup>2</sup> of North Queensland, approximately 80km south of Townsville and is 1,250km driving distance north of Brisbane. The Shire contains two primary urban centres at Ayr and Home Hill which have both recently undergone significant CBD revitalisation programs.

The Burdekin River, around which the Shire is focussed, supports one of the most productive agricultural areas in Australia. In addition to being Australia's most productive sugar cane growing region, Burdekin Shire also produces fruit, vegetables, beef and seafood for domestic and international markets.

Access to water is one of the areas key economic advantages. The Burdekin River, combined with a massive underground aquifer and the Burdekin Falls Dam, provides the area with a high level of drought resistance.

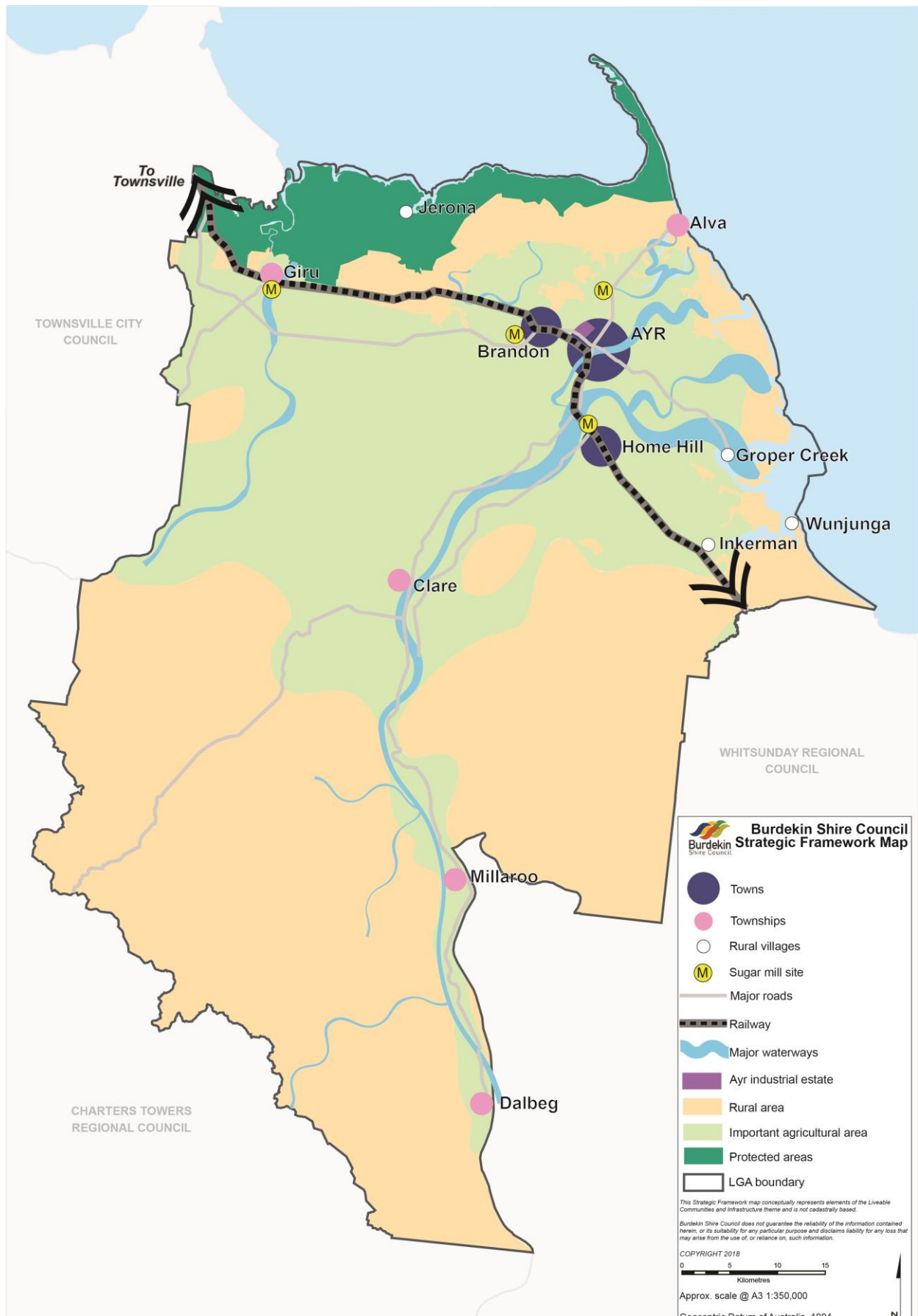
The economy of the Shire is concentrated in agriculture and manufacturing which primarily revolves around the production of sugar cane and sugar production. Four milling stations are located in the Shire, namely:

- Pioneer Mill at Brandon
- Kalamia Mill at Ayr
- Wilmar Invicta Mill at Giru, and
- Inkerman Mill at Home Hill.

As a regional area, the Shire is also facing challenges including the ongoing impact of economic restructuring, socio-demographic changes, and climate change.

Notwithstanding such challenges, numerous economic opportunities are available. This includes leveraging from the region's natural attractions and strong sense of identity to achieve a high standard of liveability for existing and new residents, and supporting industry which adds value to agricultural production. Over time the Shire will evolve with a more diverse and sophisticated economy, in which the supply of industrial land continues to play an important role.

An overview of the Burdekin Shire is shown in Figure 1 over page.



**Figure 1 Burdekin Shire**

Source: Burdekin Shire Council

## 3.0 Economic Profile and Policy Context

### 3.1 Economic Profile

A brief overview of the economic profile of Burdekin Shire is provided below.

#### Population Characteristics

- At the time of 2016 Census, the resident population of Burdekin Shire was 17,313 people. The urban centres of Ayr (8,972 persons) and Home Hill (2,977 persons) account for approximately 70% of the total population in the Shire.
- Over the period 2006 to 2016, the population of the Shire declined by approximately 138 persons. The Shire was one of 19 regional Queensland Council's to experience population decline over the period, and is in contrast to the high rates of population growth concentrated in Greater Brisbane and major regional cities in regional Queensland over the same period.
- The population of Burdekin Shire identified in the 2016 Census is relatively old with a median age of 44 years. This compares to the median age of 37 years in Queensland and 35 years in Greater Brisbane.
- The level of education attainment in Burdekin Shire is relatively low with 7.7% of persons aged 15 years and over having a Bachelors Degree or higher, compared to 18.3% for Queensland overall and 22.9% in Greater Brisbane.
- The median weekly household income was \$1,777. This was greater than the median in both Queensland and Greater Brisbane, \$1,402 and \$1,562, respectively.

#### Employment and Labour Force

- The largest industry sector of employment in the Shire is Agriculture which employs around 21.3% of the Shire's labour force. The Manufacturing industry followed with 12.1% of the labour force. A large proportion of residents reported working in industries such as Sugar Cane Growing (11.5%) and Sugar Manufacturing (8.5%).
- Similarly, Burdekin Shire's workforce (i.e. jobs located in the shire) is centred on Agriculture, Forestry and Fishing (22.3% of all jobs) followed by Manufacturing with 13.7% of jobs.

#### Economic Activity

- The economic output generated by Burdekin is \$2.631 Billion of which \$848.5 million is derived from the Manufacturing sector (primarily food processing) and \$583.5 million is from Agriculture, Forestry & Fishing (remplan.com.au). This represents around 9% of the broader northern Queensland economy and approximately 0.4% of Queensland's economy (NC Economics, 2018)
- The economy of Burdekin Shire is heavily concentrated in Agriculture, Forestry & Fishing and related Manufacturing, as reflected in employment and output figures highlighted above. Consequently, a relatively lower level of economic diversity makes the area susceptible to adverse conditions in agricultural markets, in particular the sugar cane market.
- Other important sources of income and employment for the region are vegetable production, beef cattle farming and some fruit and tree nut growing (NC Economics, 2018).
- The council has identified opportunities to grow and diversify its agriculture and manufacturing sector to include the supply of infrastructure such as irrigation assets and to expand the total area of land under irrigation.

#### Summary

Overall, the economy of Burdekin Shire is highly dependent upon primary production and food processing. In recent years, the population of the Shire has declined reflecting the need to identify and support new economic opportunities to retain younger people. Notwithstanding these factors, the region has a rich agricultural sector which supports high levels of household income in periods where market factors are favourable. Efforts to support economic diversification and opportunity are currently underway.

### 3.2 Strategic Planning and Economic Development Policy Framework

An overview of relevant strategic planning documents relevant to the report are provided below.

#### 3.2.1 Burdekin Shire Council Economic Development Strategy 2015 - 2020

The Burdekin Shire Council Economic Development Strategy 2015-2020 was developed to transform the Shire and take advantage of emerging economic opportunities, explore new directions for the future and commit to creating a prosperous economy for the region.

The Strategy focuses on five key strategic themes with the objective of creating a dynamic and diversified economy:

1. **Enable Economic Infrastructure** – Building the physical capital
2. **Attract Investment** – Investing in Strategic Industries
3. **Strengthen Networks** – Enhancing social capital
4. **Encourage Innovation** – Putting Technology at the heart of economic development
5. **Empowering Future Generations** – developing confident and ability

Further, the Economic Development Strategy 2015-2020:

- Notes that an appropriate supply of industrial land is critical and needs to be considered alongside wastewater management requirements, especially for food processors;
- Identifies the need for improvement to transport networks, especially roads and bridges;
- Notes that aquaculture is as a growing sector in the Burdekin Shire economy.

#### 3.2.2 Burdekin Shire Council Corporate Plan 2015 – 2020

The Burdekin Shire Council Corporate Plan 2015-2020 outlines Council's five-year strategic direction based on community priorities. The Corporate Plan guides the annual planning process to determine services, infrastructure provision and resource allocation. A range of challenges faced by the Shire are set out in the Plan. These generally reflect the findings of the economic profile outlined in Section 3.1 of this report and include:

- Ageing and static population
- Limited post-secondary education and course offering
- Local economy influenced by commodity prices
- Close proximity to a large regional centre
- Limited job opportunities
- Mono-agriculture dominance and mechanised industry
- Lack of economic diversity (Corporate Plan p 7).

In response to the above, Economic Development is one of 5 key focus areas in the Plan. Item 2.5.1 identifies the following as an objective for Council:

*“Review land supply and uses as required to meet community and business needs” (Corporate Plan p 10).*

Industrial land supply is an important consideration in this regard.

#### 3.2.3 Burdekin Shire Council IPA Planning Scheme 2011

The Burdekin Shire Council IPA Planning Scheme 2011 sets out a number of desired environmental outcomes. The economic objective to protect agricultural land from other conflicting forms of land use and development is relevant to this study. The scheme encourages industries that are able to value add with the sugar industry.

Retaining existing industrial areas is also an important objective of the scheme.

## 4.0 Supply Analysis

This section provides an overview of current (developed) and zoned industrial land supply. See Appendix A for zoning maps.

### 4.1 Composition of Industrial Zoned Land

A summary of current industrial zoned land in Burdekin Shire and its current land use by area is summarised in **Table 1**.<sup>1</sup> Information on land use was retrieved using Burdekin Shire's rates database. For the purposes of this analysis, industrial land use is defined as being industry, outbuilding, noxious offensive industry, building yard and utilities.

These aggregated results show that a significant proportion of industrial zoned land has a land use other than industry. For example, over one-third of industrial land in Ayr is used for farming purposes at the current time.

**Table 1 Estimate of Supply of Industrial Zoned Land and its First Primary Use (Excludes Investigation Areas)**

First Primary Land Use*	Quantity of Estimated Industrial Zoned Land					
	Home Hill (Ha)	Ayr (Ha)	Brandon (Ha)	Giru (Ha)	Mcdesme (Ha)	Total (Ha)
Single Dwelling**	58.7	8.0	69.5	-	-	136.1
Vacant	5.4	53.0	1.4	-	-	59.7
Commerical/Residential	-	0.2	-	-	-	0.2
Industry	6.7	27.4	4.3	-	-	38.3
Farming	-	49.5	-	-	-	49.5
Outbuilding	-	0.1	0.2	-	-	0.3
Community Facility	0.2	0.3	-	-	-	0.5
Commerical	1.9	0.5	0.8	-	-	3.2
Noxious Offensive Industry	5.0	-	5.3	-	-	10.4
Unknown**	-	0.9	-	115.2	-	116.1
Building yard	1.8	3.5	-	-	-	5.3
Duplex	-	-	0.1	-	-	0.1
Utilities	1.4	-	-	-	-	1.4
Total Estimated Industrial Area	81.0	143.3	81.6	115.2	-	421.2
Total Non-Industrial Use***	23.6	105.8	19.9	28.8	-	178.1

\* Primary Land uses defined in from Burdekin Shire's rate database

\*\* Desktop inspection reveals around 50% to 75% of land use is industrial. An assumption of 75% industrial land use has been used

\*\*\* Includes all land uses other than Industry, Noxious Offensive Industry, and Building Yard

**This land includes Mill and surrounding land use**

Source: Ethos Urban

Overall, industrial activity in Burdekin Shire is concentrated in Ayr which includes 30.9 hectares of land used for industrial purposes (defined as industry, Noxious Offensive Industry and Building Yard). In contrast, industrial activity in Home Hill (13.5 hectares) and Brandon (9.7 hectares) is considerably smaller, with the mills taking up a significant proportion of this activity.

Ayr has significant amount of land in the industrial zone that is vacant, and/or easily adaptable for an industrial use, as and when demand emerges. This is also true for Home Hill and Brandon.

<sup>1</sup> \*Industrial zoned excludes industry investigation areas as shown in the zoning maps in Appendix A.



An assessment of Inspection of industrial zoned land (investigation) (**Table 1** below) shows that currently none of this land is being used for industrial uses. Given an existing supply of underutilised industrial zone land exists, these investigation areas are likely to remain used for non-industrial purposes in the short to medium term.

**Table 2 Estimated Supply of Investigation Area Zoned Land and its Current Primary Use**

First Primary Land Use*	Home Hill (Ha)	Ayr (Ha)	Brandon (Ha)	Giru (Ha)	McDesme (Ha)	Total (Ha)
Farming	-	-	56.7	-	56.6	-
Single Dwelling	-	-	0.7	-	-	-
Utilities	-	-	1.0	-	-	-
Total Esimated Area	-	-	58.4	-	56.6	114.9
Total Non-industrial Use	-	-	116.8	-	113.1	114.9

\* Primary Land uses defined in from Burdekin Shire's rate database

Source: Ethos Urban

## 4.2 Industry by Lot Size

Analysis of industry by lot indicates that there is significant number of industrial zoned lots available (see Table 3). Having a range of lot sizes is critical for accommodating varying types of industrial growth. Lot sizes of between 500 sqm to 5,000 sqm are the more desirable areas in terms of fulfilling a role for service industries. As the table below shows, there is an abundance of lots this size, especially in the major centre of Ayr.

**Table 3 Industrial Zoned Areas by Lot Size in Major Centres**

AYR (and McDesme)	No. of Lots Total Area (Ha)		No. of Lots Total Area (Ha)	
Lot Size/Zone:	Industry		Industry Investigation	
Below 500.0 sqm	3.0	0.1	-	0.0
500.01 - 1,000.0 sqm	28.0	2.6	0.0	0.0
1,000.1 - 2,000.0 sqm	41.0	5.4	0.0	0.0
2,000.1 - 5,000.0 sqm	35.0	11.9	0.0	0.0
5,000.1 - 10,000.0 sqm	9.0	5.9	0.0	0.0
Above 10,000.1 sqm	18.0	98.4	2.0	56.6
Total	134.0	124.2	2.0	56.6
BRANDON	No. of Lots Total Area (Ha)		No. of Lots Total Area (Ha)	
Lot Size/Zone:	Industry		Industry Investigation	
Below 500.0 sqm	1.0	0.0	0.0	0.0
500.01 - 1,000.0 sqm	5.0	0.4	0.0	0.0
1,000.1 - 2,000.0 sqm	17.0	2.6	0.0	0.0
2,000.1 - 5,000.0 sqm	8.0	2.2	2.0	0.7
5,000.1 - 10,000.0 sqm	3.0	1.7	1.0	1.0
Above 10,000.1 sqm	3.0	74.7	3.0	56.7
Total	37.0	81.6	6.0	58.4
HOMEHILL	No. of Lots Total Area (Ha)		No. of Lots Total Area (Ha)	
Lot Size/Zone:	Industry		Industry Investigation	
Below 500.0 sqm	0.0	0.0	0.0	0.0
500.01 - 1,000.0 sqm	15.0	1.3	0.0	0.0
1,000.1 - 2,000.0 sqm	18.0	2.0	0.0	0.0
2,000.1 - 5,000.0 sqm	9.0	3.2	0.0	0.0
5,000.1 - 10,000.0 sqm	6.0	4.9	0.0	0.0
Above 10,000.1 sqm	6.0	72.9	0.0	0.0
Total	54.0	84.2	0.0	0.0

Source: Ethos Urban



## 5.0 Demand Forecasts

In this section, an overview of the overview of key drivers for future demand for industrial land in Burdekin Shire is provided. This is based on broad assessment of key economic growth drivers and an understanding of Council's economic development initiatives.

### 5.1 Drivers of Demand for Industrial Land

Current levels of consumption are used as an indication of the adequacy of industrial land supply. However, identifying the future location and projected consumption of industrial land is an uncertain task. The level and location of future consumption may change due to:

- The evolving investment and business activities of the private sector
- Trends in the global economy
- The propensity for certain complementary activities to agglomerate (locate together)
- Advances in technology
- Levels of industrial land supply in adjacent regions
- Population and workforce trends
- Environmental impacts and adaptation
- Proximity to export facilities and other major infrastructure
- Social attitudes.

### 5.2 Population Projections and Workforce Growth Assumptions

Population projections for Burdekin Shire indicate a stabilisation in the recent population decline, followed by low rates of future growth (see Table 14). By 2036, the population is projected to have increase by 1,216 persons on current levels. The majority of this population increase is projected to occur in Ayr, with the population of other urban centres stable or declining.

**Table 4 Population Projections for Burdekin Shire – 2016 to 2036**

	Population Levels				
	2016	2021	2026	2031	2036
Resident Population Projections	18,007	18,289	18,651	18,968	19,223
Non-resident Population Projections	701	716	732	748	763
Total Population Projections	18,708	19,005	19,383	19,716	19,986
	Average Annual Growth Rates				
	2016 - 2021	2021 - 2026	2026 - 2031	2031 - 2036	
Resident Population Projections	0.3%	0.4%	0.3%	0.3%	
Non-resident Population Projections	0.4%	0.4%	0.4%	0.4%	
Total Population Projections	0.3%	0.4%	0.3%	0.3%	

Source: *Integran (2017)*, p. 2; *Ethos Urban*

Given the relatively low forecast population growth combined with an aging population, it is expected that overall workforce growth will be relatively weak. In general terms, the increase in the working age population in Burdekin Shire is expected to be in the order of +500 persons by 2036.

### 5.3 Demand Forecast

In recent years, the take up of industrial land in Burdekin Shire has been relatively low based on discussions with local agents and review of satellite imagery. Current market demand is dominated by basic service industry and rural industry activities, with limited demand for major industrial uses.

Accordingly, and in light of a relatively low level of forecast population growth, future demand for industrial land is also likely to remain relatively subdued assuming a general continuation of current economic conditions.

As noted above, determining the future demand for industrial land is an imprecise science. Typically, in strategic planning, future demand is based on historic demand with a projected consumption rate derived from average take up over a 5 or 10 year period.

The take up of industrial land is rarely consistent, even in large urban centres. Only one major industrial opportunity needs to be realised (for example, a 10 hectare food processing facility) for historic industrial land take-up rates to be seen as inconsequential. That is why planning for industrial land requires an eye to the past but also proactive preparation for the future, including for the scenario when a significant industrial investment opportunity arises. It is critical that regional towns have a 'strategic reserve' of supply to ensure they do not miss out on major investment opportunities because no available land is identified or, more particularly, readily developable land is not available to capitalise on a major opportunity when it arises.

In short, while historic demand for industrial land may point to relatively low levels of future demand, it is critical that land capable of being developed relatively quickly is identified and available for prompt development to ensure that often unpredictable investment opportunities are realised, as and when they occur.

The attributes typically sought for this 'strategic reserve' of industrial land supply is:

- Located near to major transport routes
- Flat and easily developable
- Not impeded by adjacent residential areas or other conflicting land uses
- Ready access to utilities and services
- No significant environmental or other constraints (such as potential flooding).

In light of the above, and the uncertainty involved in forecasting demand for industrial land, a number of different demand forecast scenarios are provided for Burdekin Shire in **Table 5**.

A conservative estimate is for demand to increase by around 0.5 Ha per year. This implies an increase in demand for industrial land of 9 Ha by 2036. This forecast for demand is reasonable given recent take-up of industrial land. Based on this forecast, more than sufficient supply of industrial land is currently available to meet demand for the foreseeable future. This allows for non-industrial uses in industrial zoned land to be replaced by industrial uses over time.

**Table 5 Demand Forecast Scenarios and Consumption of Industrial Land**

Current Zoning	Total	Non-Industrial	Increase in Demand (p.a)					
	Industrial	Use*	0.5 Ha	1.0 Ha	1.5 Ha	2.0 Ha	2.5 Ha	3.0 Ha
	(Ha)	(Ha)	Years Until Completely Consumed					
Industrial Zoned	421.2	178.1	356.2	178.1	118.7	89.0	71.2	59.4
Industry Investigation Sub Area	114.9	114.9	229.9	114.9	76.6	57.5	46.0	38.3
Total	536.1	293.0	586.1	293.0	195.4	146.5	117.2	97.7

\* Includes vacant land and other non-industrial uses (e.g. Farming, residential, community facility)

Source: Ethos Urban

Even with a relatively aggressive forecast of an increase in demand of 3.0 Ha per year, it would take over 50 years for the current stock of industrial zoned land to be fully consumed. An additional 38 years would be required before the industrial investigation sub area was also fully occupied.

In any case, the scenarios illustrated in Table 5 demonstrate that Burdekin Shire has sufficient existing stocks of zoned industrial land available to accommodate a range of demand scenarios.

A benchmark typically used for regional areas is that there should be in the order of 50 years supply of industrial land available (specifically to ensure sufficient supply to accommodate a large user of land). As the above analysis makes clear, at present a more than adequate supply of industrial zoned land within the Shire exists to meet this need.

## 6.0 Land Use Implications

### 6.1 Overview

The results of the demand and supply analysis above indicate that the Shire of Burdekin has a sufficient supply of industrial land to meet a range of potential future requirements. Furthermore, a range of lot sizes available within the region indicating the ability to meet a range of business demand requirements and a diverse mix of industrial activities.

With the current industrial supply situation, it is expected that new industrial activities can be accommodated for the foreseeable future on a need by need basis.

Larger lots will be demanded primarily by major agricultural producers and processors. Smaller lots within urban centres likely to be occupied by service industries meeting the needs of the resident population and local business community.

Overall, a sufficient and appropriate level of industrial zoned land is available to support opportunities for growth and diversification in agribusiness (especially sugar related), food processing and aquaculture and renewable energy businesses. That is, economic development opportunities in the Shire are not constrained by a mis-match in the industrial land market between demand and supply conditions.

### 6.2 Recommendations

Recommendations arising from the demand and supply analysis and guiding principles are as follows:

- **Industry Investigation Sub Areas.** Although the need for a 'strategic reserve' of industrial land supply is supported, the large volumes of industrial land supply available in the Shire means that potentially land in the investigation sub areas could be rezoned to support an alternative use if required without undermining industrial investment opportunities.
- **Rural Zone.** Where appropriate, industrial activities may be more appropriately located in the rural zone where a specific synergy or connection with adjacent primary agricultural production justifies this outcome. Agricultural processing is a highly competitive industry, and where a more efficient supply chain is supported by co-location with agricultural suppliers it is appropriate Council has the option to support this development in the Rural Zone where this is justified and proper.
- **Mill Expansion.** Ensure that the sugar mills are able to expand and invest as required. In the future, these mills may be expanded and diversified to include industries and processes that use current by-products of the mills, such as biofuel and bioenergy production facilities.
- **Service Industry.** Ensure that at all times an available supply of developable industrial zoned lots of between 500 sqm to 5,000 sqm is available primarily for light industrial purposes. This will overwhelmingly comprise basic service industries for local residents and business community, although in some instances may accommodate more intensive activities.
- **Large-Scale Demand Adaptability.** Ensure the ability exists to respond rapidly if the potential for a large-scale industrial use to locate in Burdekin Shire emerges. Strategically identify land with the potential to accommodate large-scale uses such as a new agriculture-processing facility. This will allow Council and the community to establish the Shire as a proactive and viable location for a major investor who may be seeking a large site at some time in the future – and maximise the chances of attracting such a facility.

## 7.0 Conclusion

### 7.1 Issues and Challenges

This section highlights the current and future opportunities and barriers to economic growth, and relationships to supply and demand of industrial land. Overall, some significant issues and challenges will need to be managed.

- **Declining and aging population.** The historic decline of the population of the region coupled with its aging resident profile reduces the potential demand for industrial land and activities. Industries within the region will need access to a working age population in order to remain viable. Attracting and retaining workers within the region is a critical challenge for future economic performance and future industrial demand.
- **Low diversification of existing industries.** Burdekin Shire's concentration of economic activity in agriculture and agriculture related manufacturing means the area is susceptible to any downturns in relevant markets.
- **Encouraging diversification.** Diversifying the economy of Burdekin Shire will be an important opportunity going forward. Innovation and entrepreneurship is required to incentivise businesses to support initiatives such as the production of high value horticulture crops, and downstream processing of agricultural products.
- **Automation.** The key industries of employment in the Shire have a higher chance of being automated than other industries<sup>2</sup>. As such, it is possible that overall growth in the value and volume of agriculture and processing activities may not be associated with employment growth.
- **Proximity to other major economic centres.** Burdekin Shire's proximity to Townsville provides it with access to domestic and international markets via Townsville's port, although also means that many district and regional level industries will prefer to locate in the regional City rather than the more rural Shire.
- **Current supply of industrial zoned land is more than sufficient.** Industrial land and supply analysis indicates more than enough capacity exists to absorb an increase in demand for industrial land for the foreseeable future. This is without including the industrial investigation areas, which if included, were substantially increase capacity to well above what is estimated to be required.
- **Lot Size.** Current industrial land supply is focussed on lots within the range of 500 sqm to 5,000 sqm. It is important that larger lots are able to be made available quickly if demand emerges for a major investor or industrial user.
- **Distance to markets.** Burdekin Shire's distance to international and domestic markets means that new investment in agricultural and horticultural production is highly dependent upon benefitting from local competitive advantages.
- **Regulatory and policy environment.** It is possible that an evolving regulatory environment (such as related to the Great Barrier Reef) may constrain or create economic uncertainty.
- **Climate change.** Given the area's dependence on agriculture, the area is vulnerable to climate change. While the effects of climate change at a regional level are difficult to predict, it's likely that climate change will lead to greater increase in severe weather events for the region. This, coupled with the region's vulnerability to flooding, means that climate change will be a key risk to manage to ensure the viability of the region's economy. Industrial land supply should have reference to climate change considerations, where relevant.
- **Potential conflicts between industrial and agricultural land use.** There are synergies and potential tensions between the sorts of industrial activities that may be facilitated in rural areas versus those that ought to be directed to industrial land. For instance, the ability for a major food processor to locate immediately adjacent to the primary production supply chain (as often happens with sugar mills adjacent to sugar cane farming). If required, this may require Council to consider industrial activities in rural areas rather than established industrial locations.

<sup>2</sup> See for instance: <https://www.rba.gov.au/speeches/2016/sp-so-2016-09-21.html>. Jobs in manufacturing and agriculture are predominantly routine-manual, as such, they are susceptible to being automated. This in turn shifts the type of jobs in these industries away from low-skilled to higher skilled workers.

## 7.2 Conclusion

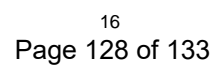
The key findings of this report are as follows:

- The economy of Burdekin Shire is heavily concentrated in the Agricultural and Manufacturing industries. These two industries are closely tied to the production and processing of sugar cane and results in an economy with relatively low levels of diversity and a reliance upon international agricultural markets.
- The population of Burdekin Shire has declined in recent years, with the potential for some very modest population growth identified for coming years. Residents of Burdekin Shire have a relatively older age profile than the balance of Queensland and Greater Brisbane.
- Industrial land supply in Burdekin Shire includes current land in the industrial zone and industrial investigation sub-areas. At present, industrial zoned land includes a significant proportion of land utilised for non-industrial uses, although in most instances this would easily transition to an industrial use if demand was available.
- In recent decades, the take-up of industrial zoned land in the Shire has been relatively subdued and primarily comprises of service industry and small rural industry uses.
- Under a range of demand forecast scenarios, Burdekin Shire has enough industrial zoned land to accommodate significantly? more than 50 years supply of industrial land consumption.
- The current industrial land supply situation in the Shire is not undermining economic development and investment attraction. Council has significant scope to attract additional business activity to the Shire which utilises current industrial land supply. In some specific instances, industrial activities closely related to agricultural production may justify location in the Rural Zone.
- Council should ensure that the flexibility and opportunity exists to move quickly to attract a major industrial user, if such an investment opportunity was to present itself to the region. This includes identifying land suitable for major industrial activities in advance, for a fast and efficient approvals process when the need arises.











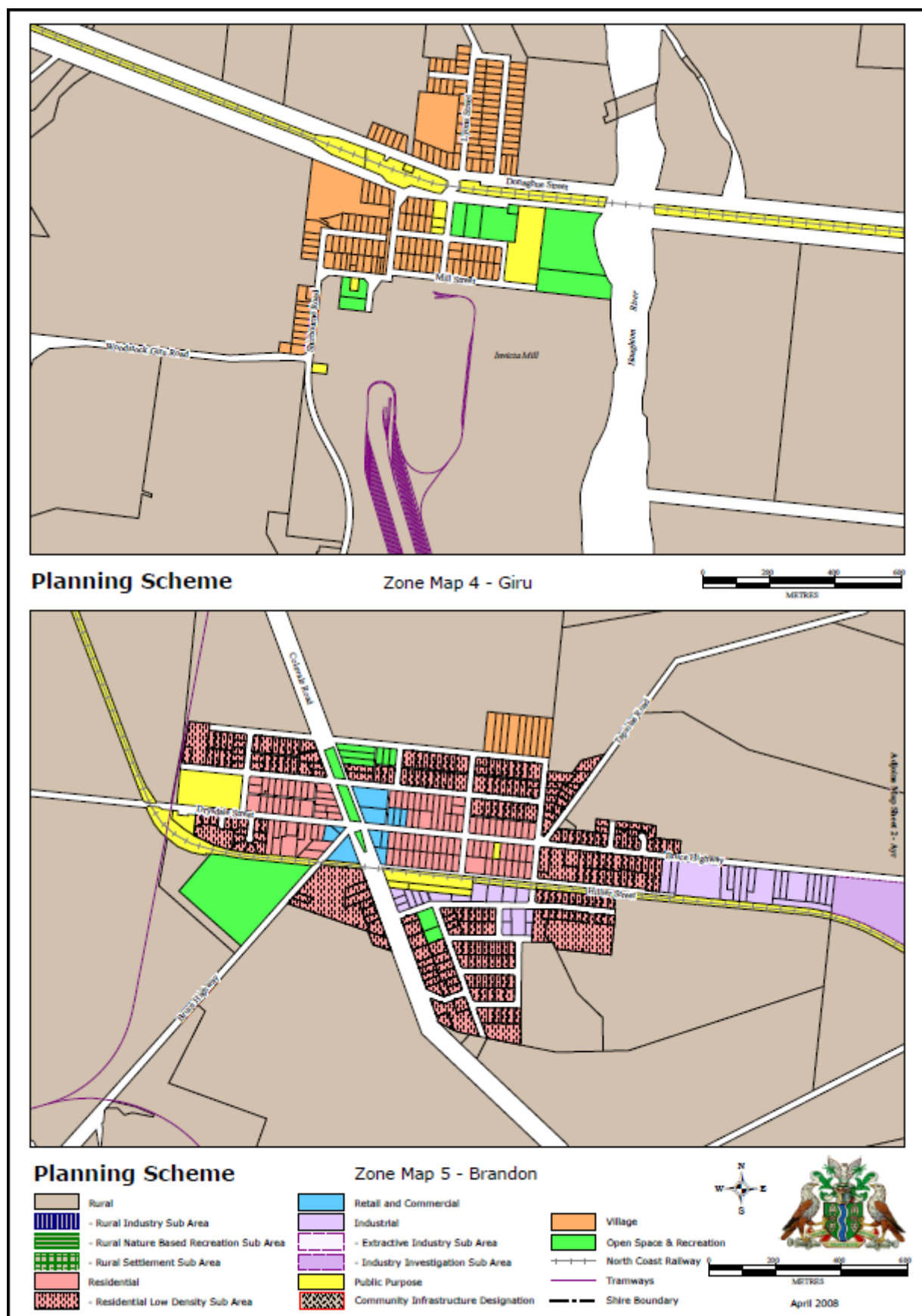


Figure 4 Ayr – Planning Scheme





PO Box 974, Ayr, Qld 4807  
Telephone (07) 4783 9800  
Facsimile (07) 4783 9999  
E-mail: [burdekinsc@burdekin.qld.gov.au](mailto:burdekinsc@burdekin.qld.gov.au)

Council Chambers,  
145 Young Street,  
Ayr, Qld, 4807

Cadastral Information from Department of Natural  
Resources, Queensland Digital Cadastral Database DCDB  
Crown Copyright Reserved



*No warranty given in relation to the data (including accuracy, reliability, completeness or suitability) and no liability accepted (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws. External contributors to data listed at [www.dnrm.qld.gov.au/mapping-data](http://www.dnrm.qld.gov.au/mapping-data) OR [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au). Created on 20/01/2020*



#### 7.4.1. TECHNICAL SERVICES

##### TBSC/25/004 - Supply and Delivery of Three Tipper Trucks

**File Reference:** 2067

**Report Author:** Susie Pearce, Fleet and Administration Officer - Workshop

**Authoriser:** Kevin Byers, Manager Technical Services

**Meeting Date:** 13 May 2025

**Link to Corporate/Operational Plan:**

Burdekin Shire Council Corporate Plan 2025-2030

- Implement the Asset Management Strategy and Roadmap.
- Responsibly manage Council's financial position to ensure sustainability.

Burdekin Shire Council Operational Plan 2024-2025

TS15 Implementation of Council fleet renewal program including management of orders and delivery and development of fleet program for forward year.

---

#### Executive Summary

This report to Council is with regards to the procurement of three (3) tipper trucks under quotation TBSC/25/004. The purchase is expected to be above the \$200,000.00 threshold set by the *Local Government Regulation Queensland 2012*.

#### Recommendation

That Council award TBSC/25/004 Supply and delivery of three (3) Tipper Trucks and is pursuant to Local Buy Contract NPN1.23 Trucks, Buses, Specialised Trucks and Bodies, to Prequalified Supplier, AP Townsville Pty Ltd (Isuzu Trucks Townsville) for the total value \$332,098.75 excluding GST, being for:

- Truck 1 - Isuzu NQR 88-190 for \$139,750.51 excluding GST; and
- Truck 2 - Isuzu NQR 88-190 for \$115,860.51 excluding GST; and
- Truck 3 - Isuzu NQR 45/55-155 for \$76,487.73 excluding GST excluding GST.

Delegates authority under s257(1)b of the *Local Government Act 2009* to the Chief Executive Officer to negotiate, finalise and execute any and all matters related to the execution of Contract TBSC/25/004 – Supply and delivery of three (3) Trucks Tipper Trucks (approximately 4.5t and 8.5t GVM).

#### Background

Quotations closed on 23 April 2025, with three (3) prequalified suppliers from the Local Buy Contract NPN1.23 Trucks, Buses, Specialised Trucks & Bodies invited to submit offers. Responses were from two (2) truck manufacturers and in three (3) categories known as Truck 1, Truck 2, and Truck 3. Hino (Honeycombes Sales & Service Pty Ltd) did not respond and advised they were unable to supply trucks in these three (3) categories. The submissions were assessed using a multi-criteria weighting method to ensure compliance with Council's procurement policies and best value for money.

The three (3) trucks are listed in the 2024-2025 Budget for replacement. The plant assessment was held with the applicable Council section and meets the expectation of upcoming works and operational costs whilst maintaining a fit for purpose fleet.

Quotation TBSC/25/004 was offered to three (3) truck suppliers listed on the register of prequalified supplier list of Local Buy Contract NPN1.23 Trucks, Buses, Specialised Trucks & Bodies.

Conforming quotations were received for Truck 1 and Truck 2 at time of close from the below suppliers:

- Fuso (RGM Maintenance Pty Ltd - Townsville)

- Isuzu (AP Townsville Pty Ltd Trading as Isuzu Trucks Townsville)

Quotations received for Truck 3 at time of close were non-conforming and unsuitable for the scope of works from the below suppliers:

- Fuso (RGM Maintenance Pty Ltd - Townsville)
- Isuzu (AP Townsville Pty Ltd Trading as Isuzu Trucks Townsville)

These two (2) prequalified truck suppliers were invited to supply further quotations with a truck providing a suitable payload with option of aluminium body and fitted storage. A total of three (3) quotations were received, being one (1) from Fuso and two (2) from Isuzu truck suppliers.

Quotations from AP Townsville Pty Ltd (Isuzu Trucks Townsville) for the tipper trucks being the most advantageous and cost effective for Council while meeting operational requirements are:

- Truck 1 – ISUZU NQR88-190 Tipper Truck with Kevrek 700 Crane and custom storage (Rydsweld)
- Truck 2 – ISUZU NQR88-190 Tipper Truck with custom storage (Rydsweld)
- Truck 3 – Isuzu NPR45/55-155 Tipper Truck with storage

Council used a multi-criteria weighting method.

Criteria	Weighting
Compliance	10%
Local Content	10%
Price	10%
Warranty	10%
Risk Assessment, Suit to work purpose	25%
Delivery	10%
Aftersales service, fleet commonality	10%
Projected whole of life costs	15%

## Scoring

Truck 1 (8.5t GVM with tipper and fixed body, crane and custom storage)		
Supplier - Body Builder	Weighted Score	Ranking
Isuzu NQR 88-190 (Isuzu Trucks Townsville – Rydsweld)	6.25	1
Mitsubishi Canter 918 (RGM Maintenance Pty Ltd – RGM Workshop)	5.35	2

Truck 2 (8.5t GVM with tipper body and custom storage)		
Supplier - Body Builder	Weighted Score	Ranking
Isuzu NQR 88-190 (Isuzu Trucks Townsville – Rydsweld)	6.33	1
Mitsubishi Canter 918 (RGM Maintenance Pty Ltd – RGM Workshop)	5.38	2

Truck 3 (4.5t GVM with tipper body and storage)		
Supplier - Body Builder	Weighted Score	Ranking
Isuzu NNR 45/55-155 (Isuzu Trucks Townsville - factory)	7.10	1
Isuzu NPR 45-155 (Isuzu Trucks Townsville – Rydsweld)	5.90	2
Mitsubishi Canter 515 Wide Cab (RGM Maintenance Pty Ltd – Durrallloy)	5.08	3

**Consultation**

Consultations were held with Council Parks Section to discuss the procurement plan and quotations for these tipper trucks to determine the specification suits the job application and is cost effective for Council.

**Budget & Resource Implications**

The *Local Government Regulation Queensland 2012* (Regulation) requires Council to invite written tenders for large sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000.00 excluding GST per financial year. The Regulation allows an exception to this requirement if the contract is entered into with a supplier from a register of prequalified suppliers stated under Section 232. The purchase of these three trucks is expected to be over the \$200,000.00 threshold.

The purchase of the three (3) trucks is included in the 2024/2025 Capital Budget. The delivery of one (1) truck is expected to be in 2024/25 with two (2) trucks is expected to be in 2025/2026. The three (3) trucks for recommendation are under the budget estimate of \$340,000.00 excluding GST.

**Legal Authority & Implications**

Not Applicable.

**Policy Implications**

This report details a Tender process that complies with Council's adopted Procurement Policy.

**Risk Implications (Strategic, Operational, Project Risks)**

Timely renewal of Council's fleet ensures that our resources are well maintained and available for use to meet operational requirements.

**Attachments**

None